



CHARGING AND REMISSIONS POLICY

UPDATED DECEMBER 2023

Aim

The aim of this policy is to set out what charges will be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the Birkwood Primary School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents/carers will be considered jointly by the Headteacher and Governing Body.

Prohibition of Charges

The Governing Body of the school recognises that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school;
- transport provided in connection with an educational trip.

If a parent/carer requests a paper copy of the information on the school's website, the school will provide this free of charge.

Publication of Information

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents/carers.

The governing body intends to make a charge for:

- (a) board and lodging on residential visits (not to exceed the actual costs)
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- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) pupils' travel cost;
 - (ii) materials and equipment;
 - (iii) entrance fees to museums, theatres etc;
 - (vi) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) any other education, transport or examination fee unless charges are specifically prohibited
- (e) breakages and replacements as a result of damages caused wilfully or negligently by pupils

Any charge in respect of individual pupils not to exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for all or some of the following:

- a) travel
- b) materials and equipment
- c) entrance fees

The terms of any request made to parents/carers will specify that the request for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent/carers is under no obligation to pay;
- b) that registered pupils at the school will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request;
- c) that the activity cannot be funded without voluntary contributions and that if insufficient voluntary contributions are raised to fund an activity, the activity will have to be cancelled. The decision as to the financial viability of an activity rests with the Headteacher and the Governing Body

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to:

- cover all costs incurred by the activity;

Refund of Voluntary Contributions

Taking into account that once voluntary contributions have been received to allow the trip/residential to take place, a firm coach booking is made and this will then include the pupil within the cost.

If a parent/carer pays a voluntary contribution for a child and the child is then unable to go on the trip/residential due to unforeseen circumstances, the school will be unable to refund any part of the voluntary contribution that has already been spent or committed.

Monitoring and Review

The Governing Body reviews this policy every 2 years. The Governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

This policy will be reviewed in January 2025.

Signed _____ Headteacher Date _____

Signed _____ Chair of Governors Date _____