



Federation of Bedenham and Holbrook Primary Schools

Charging and Remissions Policy

February 2017



Introduction

The schools and Governing body recognises the valuable contribution that a wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education as well as enhancing their learning and life experience, and broadening their knowledge.

The schools and Governing Body aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils and as additional optional activities.

Basic Principles

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day. The governors have delegated the Head of School at each school, as well as the Executive Headteacher, as the authorities to approve off-site activities.

Voluntary Contributions

Parents will be invited to make voluntary contributions for activities within 'school hours' to extend the value of school funds. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled by the school or activity company any monies received will be returned. All deposits are non-refundable if the cancellation is made by the parent unless in the case of exceptional circumstances.

Parents will be asked to make voluntary contributions to school trips, visits or for practical activities such as technology. These contributions will not exceed the actual cost. The total (actual) cost of the activities includes the admission / accommodation aspects of a trip or the cost of specific resources / materials as well as any additional costs incurred because of staffing. The total cost will then be divided equally between the number of children invited to attend / take part.

Where an outside provider is used for out of school activities a voluntary contribution will be sought. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way. Parents who are unable to pay for the trip, should contact the Head of School to discuss options. The Head of School will consider the case and in exceptional circumstances, may decide it is possible to waive or reduce the parental contribution. The Head of School or Executive Headteacher will have discussions with those parents who persistently choose not to pay their child's contribution. If there is a genuine need for financial support, costs can usually be covered by school funds.

If the voluntary contributions are too low to make an activity feasible, all monies will be returned to parents and the trip cancelled. Small deficiencies will be covered by school funds at the discretion of the Head of School and Finance Officer. Where a child is Looked After (LAC), there will be no charge for day visits or residential as the cost will come from Pupil Premium funding.

Exception

Charges *may* be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Activities outside of 'school hours'

The governing body reserves the right to charge the full cost to each pupil of activities which take place outside school hours deemed to be optional extras.

Pupils who are not entitled to free transport to school may be allocated a place according to set criteria, on the Holbrook school minibus if spaces are available, in exceptional circumstances. A small charge will be made.

Residential Activities

No charge is made for a residential activity taking place largely during school time where this charge is for education or for the cost of travel. Charges are made to cover board and lodging. Charges will be made for residential activities which take place largely outside of school hours.

Music Lessons

In addition to music taught as part of the curriculum, both schools have peripatetic music specialists who visit to deliver specific tuition on an individual or small group basis. Usually this tuition would be subsidised by the school.

Breakages

In cases of wilful or malicious damage to equipment or breakages to windows and doors other than wear and tear, or loss of school books on loan to children, the Head of School, in consultation with the Chair of the Governing Body, may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

First Approved by governors: 8 July 2009

Reviewed at the Governing Body Meeting on: 17 May 2011 Minute Reference: 7.1

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Reviewed October 2014

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Reviewed Feb 2017

To be reviewed Jan 19

Executive Headteacher:

