Charging and Remissions Policy

THIS DOCUMENT IS a statement of the aims, principles and strategies used for charging parents at Bushy Hill Junior School.

THIS POLICY WAS REVIEWED in Summer 2018~~2016~~

THIS POLICY WILL BE REVIEWED in Summer 2020~~2018~~

Status

Statutory

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 08:50-12:15 and 13:15-15:15

Relationship to other school policies

The policy complements the school's Equal Opportunities Policy and Teaching and Learning Policy.

Roles and responsibilities of headteacher, other staff, governors

The **headteacher** will ensure that the following applies:

<u>During the school day</u>

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving traveling to another venue or visitors to school who provide a service.

In these circumstances no pupil will be prevented from participating because his/her parent/carers cannot or will not make a contribution.

<u>Optional activities outside of the school day</u>

We will charge for optional, extra activities provided outside of the school day, for example extra curricular clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents/carers will be told how the charges were calculated.

Residentials

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Family Credit, Disability Working Allowance, an income-based Jobseeker's Allowance or their equivalent.

Other charges will be made to cover costs where necessary following guidance. In such cases parents/carers will be told how the charges were calculated.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of Income Support, Family Credit, Disability Working Allowance, an income-based Jobseeker's Allowance or their equivalent.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Pupil Premium Grant

Children who are, or have been in receipt of Free School Meals during the last 6 years, are eligible for Pupil Premium Grant which is paid by the Government directly to the school. The Pupil Premium Grant report and Pledge outlines how the spend is allocated.

Arrangements for monitoring and evaluation

The Committee of the governing body will monitor the impact of this policy by receiving on an annual financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.