



CHARGING & REMISSIONS POLICY

January 2019

Based on model Local Authority Policy

1 Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. Charges are requested for activities that are considered to enhance the curriculum or that are extra-curricular. Examples of these are individual/group music tuition, school trips, residential school journeys etc. This policy details further what charges and contributions are requested from parents and carers.

2 Voluntary contributions

2.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

2.2 If a parent wishes their child to take part in a school day trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

2.3 The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips both in the UK and possibly abroad;

- musical events.

3 Residential visits

- 3.1** If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we make a charge for the visit in order to cover the costs of board, lodging and specialised tuition. Parents who receive state benefits have the costs subsidised by the Brackenburg PSA.

4 Music tuition

- 4.1** All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2** There is a charge for individual or group music tuition if this is not part of the National Curriculum. Peripatetic music teachers teach individual or small group lessons. A charge is made for these lessons. We give parents information about additional music tuition at the start of each academic year.

5 School Uniform.

- 5.1** Pupils are expected to wear Brackenburg Primary School uniform while at school.
- 5.2** Items of uniform where the school name/logo is displayed (e.g. sweatshirts, cardigans, polo shirts, t-shirts) should be purchased on-line through the school's supplier, www.stitchdesign.co.uk. Or www.tesco.com. Non-logo items of uniform (e.g. trousers, skirts) may be purchased from any retailer.
- 5.3** The school will retain a small supply of uniform for sizing purposes and for sale in case of emergency and will charge parents/carers the net cost for uniform as charged to the school by the supplier. The school will not make any profit from the sale of school uniforms.
- 5.4** The cost of uniforms will not be subsidised other than in special cases where financial circumstances suggest that a child may not otherwise be able to wear it; such situations will be decided upon by the Headteacher on a case-by-case basis.

6 Dinner money.

- 6.1** The school has a 'no debt' policy with regard to school meals, i.e. no hot meal will be provided unless payment has been received in advance.

- 6.2** However, where applicable, the following process will be adhered to in order to mitigate the risk of parents/carers incurring arrears in the payment of dinner money or to clear historical debts:
- a)** A first letter asking for payment will be sent by the SAO once arrears reach £50.
 - b)** If no response or payment is received within 4 weeks, a second letter will be sent by the SAO (from the SBM), asking the parent/carer to contact the SBM to discuss a repayment schedule.
 - c)** If no response or payment is received within 4 weeks, the SAO will ring or email the parent/carer, asking them to make contact with the SBM at their earliest opportunity.
 - d)** If no response or payment is received within 4 weeks, consideration may be given to the possibility of withdrawing school dinners and asking the parent to provide a packed lunch until such time as arrears are paid off.
 - e)** If the arrears for any one child remain unpaid they may be deemed to be irrecoverable and will be considered for write-off as follows:
 - e.1** If £100 or less, write-off approval by the Headteacher;
 - e.2** If over £100, write-off approval by the Resources Committee;

7 Swimming

- 7.1** The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

8 Extra Curricular Clubs

- 8.1** The school offers extra-curricular activities after school. We make a charge for these sessions when we use specialist tutors or coaches or to buy resources for the club. A nominal charge is made for clubs run by school staff to ensure that pupils who book places attend.

9 Breakfast Club and Play@Brackenbury

- 9.1** Fees are charged for out of school hours provision. These are set by the Resources Committee of the Governing Body.

