



Statutory Policy	
Approved by	Headteacher
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## CHARGING & REMISSIONS POLICY

Date Approved	Autumn 2023
Approved by and Position	L Mathie – Head Teacher
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Review Date	Autumn 2024

## Table of Contents

Statement .....	2
No charges will be made for.....	3
Activities for which charges may be made.....	3
Remissions/Reductions.....	5
Pupil Premium Grant (PPG).....	5
Additional considerations .....	6
Voluntary contributions.....	6
Appendix A .....	7
Appendix B.....	8

### Statement

The Staff and Trustees of Battling Brook Primary School believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure that a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the front of the document.

As an academy the school adheres to the legislation set down by the ESFA in the Funding Agreement and practices under the ESFA Academy Trust Handbook.

1. The policy identifies activities for which:

- charges will not be made.
- charges will be made
- charges may be waived

2. Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law says:

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may be cancelled at the discretion of the Head Teacher.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

An example of a typical trip voluntary breakdown is found below **(Appendix A)**.

### **No charges will be made for**

- a). Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- b). Education provided outside school hours if it is part of the National Curriculum, or part of the school's basic curriculum for religious education;
- c). Tuition for pupils learning to play musical instruments (or singing) 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;
- d). Education provided on any trip that takes place during school hours;
- e). Education provided on any trip that takes place outside school hours
  - i) if it is part of the National Curriculum, or
  - ii) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
  - iii) part of the school's basic curriculum for religious education;
- f). Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;

### **Activities for which charges may be made**

- a) Nursery fees

Charges will be made at an agreed hourly rate by governors (Sept 2022 £4 p/h & £12 per session).

- Invoices no greater than £300 will be sent out half-termly
- Invoices that exceed £300 per half term will be split into fortnightly invoices

- b) activities outside school hours

Charges may be made for non-residential activities (other than those listed above) which take place outside school hours but only if the majority of the

time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Remission/reductions for category a (see below)

#### c) residential activities

For residential trips deemed to take place during school time no charges may be made for any part of the trip other than for the board and lodging costs of that trip. However, pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs in those circumstances.

For residential trips deemed to take place outside school time charges may be made (other than for those activities listed above).

#### Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

It is the policy of Battling Brook Primary School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities that can be charged for (with the exception of board and lodging for residential trips) are regarded as '**optional extras**'. Charges will not exceed the actual cost (per pupil) of provision.

Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them; eg. A clay model – a charge to cover the cost of the clay.

Charges will/may be made for music tuition. The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils.

Charges will be made for the board and lodging component of residential trips where the charge will not exceed the actual cost.

#### d) Lettings

The school has set price charges for the Hiring and Community Use of Premises. The rates can be viewed on the school website or below (Appendix B). These charges will be applied to all independent personnel/companies conducting private sessions during or outside of the school day.

e) Long term lettings

The Governing body sets agreed charges for long term lettings at their discretion based on the scale of charges below and area usage for each activity. Long term lettings are based on a letting of two terms or longer. (Appendix B).

f) Photocopying charges

Copy charges are as follows

- 15p per colour sheet
- 5p per b/w sheet

The Governing body sets agreed charges for long term copying at their discretion.

The Pre-school will be charged copier paper and copier charges at cost.

## **Remissions/Reductions**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

### Families qualifying for remission or help with charges.

Criteria for qualification for remission are given below. Evidence will be required.

Parents in receipt of

- Free School Meals
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

## **Pupil Premium Grant(PPG)**

Parent of pupils eligible for the PPG will be credited in school to the value of £100 to support attainment and accelerated progress. Governors have agreed that this element of the funding can be used towards trips, musical instrument lessons and uniform vouchers. Year 6 pupils will be credited £35 for Apr/May/Jun/Jul whilst at Battling Brook. New parents of pupils starting in

September will be credited £65. Parents will be able to express their wishes on trip reply slips, music invoices and FSM uniform entitlement forms. Credit represents the equivalent of 1/12<sup>th</sup> of the annual sum for each month within the financial year (Apr-Mar). Remaining balances may be used to support any trips, musical instrument lessons etc where contributions were not made, or support school expenditure.

Pupils who qualify as 'Looked After Pupils' will be awarded further funding at the discretion of the DfE.

Parents who feel they have other special circumstances requiring assistance with payment will be offered an appointment to discuss these with the Head Teacher. The final decision with regard to assistance payments lies with the Head Teacher.

### **Service Pupil Premium (SPP)**

Parents of pupils eligible for the SSP will be credited with £25 per annum. This funding is designed to support pastoral care and emotional needs. Parents may choose to use this element of funding towards uniform vouchers, music instrument lessons and after school clubs.

### **Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We shall publish notification of school trips and their approximate cost as far in advance as possible so that parents can plan ahead.
- We have established a system for parents to pay in installments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by installments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

### **Voluntary contributions**

Battling Brook Primary prides itself on the number, variety and standard of the activities that it engages for the education of pupils. In order to maintain these high levels, it is sometimes necessary to ask parents to voluntarily contribute a small amount. The school annually allocates funding towards these costs, but without the contributions it may not always be possible for events to take place.

## Appendix A

### **Example of the typical calculation of Voluntary Contribution for Trips**

Please will teachers when calculating the cost of a voluntary contribution for trips take the following items into consideration

Entry fees  
Coach costs  
Workshops during the trip  
Insurance  
School Trips Subsidy

#### **Example - Class of 30**

It costs £4.50 entry fee per child = £135  
Coach costs = £200  
Victorian workshop costs £2 per child = £60  
Insurance £0.50p per child=£15

TOTAL COST FOR THE TRIP = £410

ACTUAL COST PER CHILD = £13.66

Please will you round this figure to the nearest 50p to simplify cost, minimise the risk of loss during transit and reduce administration.

VOLUNTARY CONTRIBUTION VALUE PER PUPIL PRIOR TO APPLYING  
SCHOOL TRIPS SUBSIDY = £13.50

Any queries please see the business manager

## Appendix B – need reviewing

BATTLING BROOK PRIMARY SCHOOL Hire of School Premises Charges from 1 <sup>st</sup> September 2022						
Premises		Premises Attended	Premises Unattended	Heating & Lighting 1 <sup>st</sup> October – 31 <sup>st</sup> April	Admin	Open/lock
Monday to Friday 1 hourly hire charge rate *charge applies after 6.00pm						
Large Hall	£4.50	£17 per hour	£4.25 per hour	£2 per hour	£3.00 per booking	*£17 open or £30 open and lock per session
Classroom	£1.25					
Additional Classroom	£1					
Playground	f.o.c with any other hire					
Saturdays and Sundays up to 2 hours Open & Lock up charge will apply						
Large Hall	£8.75	£17 per hour	£4.25 per hour	£5 per hour	£3.00 per booking	£30 per session
Classroom	£2.50					
Additional Classroom	£2.00					
Playground	f.o.c with any other hire					
Holiday Full Day Rates 9.00am – 5.00pm Open & Lock up charge will apply						
Large Hall	£15.00	£25.00	£17.00	£5 per hour	£3.00 per booking	£30 per session
Classroom	£4.50					
Additional Classroom	£4.00					
Outdoor pitches & Playing field *Lock up charges will apply after 6.00pm Monday –Friday and Open and Lock charged Saturday and Sundays						
Football pitches	£15.00				£3.00 per booking	*£17 open or £30 open and lock per session
Netball	£4.00					
Astro turf	£3.00 per hour					
Athletics meetings	£25.00					

Please note the school will make the decision whether a letting is attended or unattended