Baguley Hall Primary School



Charging and Remissions Policy

September 2022

3117 October 2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Policy review \_\_\_\_\_September 2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair of Governors)

**Purpose of Policy**

This policy sets out the charges for specific activities, our remissions policy and when voluntary contributions may be requested from parents.

**Introduction**

This policy accords with s457 of the Education Act, 1996 and is in line with the guidance issued by the Department for Education on charging for school activities.

**School Trips**

Day Trips - There is no charge for day trips that take place during school hours or are essential to the national curriculum.

Essential residential trips - A charge is made for board and lodging on residential trips that are essential to the national curriculum or statutory religious education or are to prepare for prescribed examinations.

Non-essential residential trips - For residential trips that are not essential to the national curriculum or statutory religious education and are not to prepare for prescribed examinations:

* a charge is made for the full cost of the trip if less than half the trip is in school time;
* a charge is made for board and lodging if half or more of the trip is in school time.

**Voluntary Contributions**

Where the school is unable to fund a trip from its own resources it may ask parents for a voluntary contribution towards the cost. There is no obligation to contribute and children will not be treated differently according to whether or not their parents do so. However if the school is unable to raise enough funds for the trip it will be cancelled.

**Materials & Textbooks**

Where a parent wishes their child to keep an item produced as a result of art, craft and design, or design and technology a charge may be made for the cost of the materials used. Textbooks are provided free of charge but in some subjects additional revision guides are available, for which a charge is made.

**Music Tuition**

The school may make a charge for music tuition provided either individually or to groups of up to 4 pupils if it is not essential to the national curriculum and has been requested by the pupil’s parent /guardian/carer.

**Activities Outside School Hours**

No charge is made for activities outside school hours that are essential to the national curriculum or statutory religious education.

A charge up to the cost of the activity is made for all other activities outside school hours. Where possible, however, extra curricular after school clubs are provided free of charge.

**Damage/Loss to Property**

 A charge is made in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books and materials). The charge is the cost of replacement or repair, or such lower amount as the Headteacher decides.

**Lettings**

Facilities made available to outside users are charged in accordance with the scale of charges determined annually by the Resources Committee.

**Other charges**

The Headteacher, Resources Committee and Governing Body may impose charges for providing additional miscellaneous services up to the cost of providing those services e.g. providing a copy of an OFSTED report.

**Remissions Policy**

Parents who are in receipt of any of the following benefits are exempt from paying the charge for board and lodging on residential visits: 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 (where Working Tax Credit is not also received and the family’s annual gross income does not exceed £16,190) and Universal Credit (where the family’s annual after-tax income, excluding any benefits, is less than £7,400).

The Headteacher, Resources Committee or Governing Body may remit charges in respect of a pupil in full or in part if they feel that it is reasonable in the circumstances.

The Headteacher, Resources Committee or Governing Body may decide not to charge for a particular activity if they feel that it is reasonable in the circumstances.

**School Meals**

The Governing Body determines and publishes the price to be charged each year for school meals.