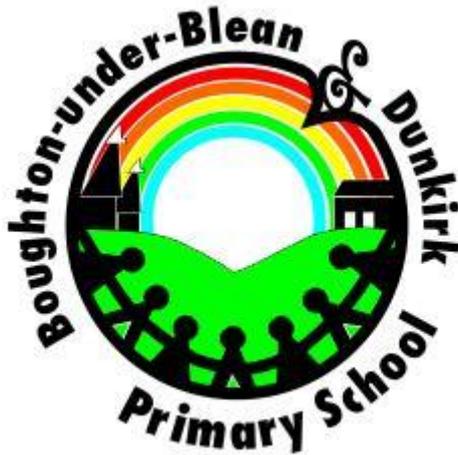


# BOUGHTON-UNDER-BLEAN & DUNKIRK METHODIST PRIMARY SCHOOL



## CHARGING & REMISSIONS POLICY

Reviewed Oct 2021

Next Review Date: Term 1 2024

Ratified by Governors: 24/1/22

Signed.....Chair of Governors

## *Doing all the good that we can*

We aspire for all our children to become confident, happy and caring individuals who achieve personal success and develop a love of learning and a life built upon our school values.

**Boughton-under-Blean & Dunkirk is a Methodist Primary School and our Methodist values are at the heart of everything we do.**

- Forgiveness
- Friendship
- Trust
- Justice
- Perseverance

**These are then underpinned by our learning values.**

- Communication
- Independence
- Aspiration
- Engagement

**Our whole school ethos is built upon and guided by them. Every school policy is written with this in mind and implemented in way that reflects our vision of doing all the good that we can and developing children as life long learners.**

*Start children off on the way they should go, and even when they are old they will not turn from it'*

*Proverbs 22:6*

## **Charging and Remissions Policy**

### **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: 8:45 – 3:15

### **What was consulted?**

The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of 'A Guide to the Law for School Governors'.

### **Relationship to other school policies**

The policy complements the school's equal opportunities policy, curriculum policy, educational visits policy and the teaching and learning policy.

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

#### ***During the school day***

All activities that are a necessary part of the National Curriculum will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. Charges for activities that are beyond the normal class based activities will be voluntary. See below under Voluntary Contributions

#### ***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 where the activity is not part of the national curriculum. When such activities are arranged parents will be told how the charges were calculated.

#### ***Residential visits***

Charges will be made on residential visits in order to cover the costs of accommodation, food, activities and transport. Those pupils registered as receiving Pupil Premium funding are liable for a subsidy although as previously stated no child will miss out as a result of a parent's ability to pay.

#### ***Music Tuition***

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus for example private music lessons with KMS or other peripatetic music tutors.

#### ***Optional activities outside of the school day***

We will charge for optional, extra activities provided outside of the school day, for example before and after school clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus. Charges will be levied to cover the cost of staff, equipment and competition entry and will be kept to a minimum.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

#### ***School mini-bus***

A request for a specific voluntary donation will be made to cover the cost of using the mini bus where pupils are being transported to or from the school premises for trips, competitions and other events.

N.B. Only the school's pupils, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued under section 19 of the Transport Act 1985. Permits can be acquired via the Traffic Commissioner (Department of Transport). No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

### ***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 would qualify for free school meals and are therefore registered as pupil premium children.

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

### **Voluntary Contributions**

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However it may be necessary for Voluntary contributions to be sought for such activities during the school day which entail additional costs, for example school trips or visitors to the school such as authors.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

### **Arrangements for monitoring and evaluation**

The finance team will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.