

BROMET PRIMARY SCHOOL
CHARGING AND REMISSION POLICY

We 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 a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

What was consulted?

The policy has been informed by **A Guide to the Law for School Governors** and the DCSF guidance **"Planning and Funding Extended Schools"** and **"Charging for School Activities" (January 2009)**.

Relationship to other school policies

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

Calculating charges

When charges are made for any activity, whether during the day or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. The principle of best value will be applied when planning activities that incur costs to the school and/or charges to the parents.

Voluntary contributions

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, however if we do not receive sufficient voluntary contributions, we may need to 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. They will be funded from the school's General Budget. If a parent wishes their child to take part in a school 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.

Residential Trips

If the school organises a residential visit in school time or mainly school time, we do make a charge to cover the costs of accommodation and travel. The school may agree to use Pupil Premium funding to support specific pupils. The Headteacher and Governors will consider sympathetically other cases of genuine need where families may seek help with these charges and will remit those they feel necessary from the school's budget.

Music Tuition

All children study music as part of the National Curriculum. We do not charge for this. If we have peripatetic musical instrument teachers, teach individual or small group lessons. The external music tutor makes a charge for these lessons.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make a charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

The Governing Body

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 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.
- We have established a system for parents to pay in instalments when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- All trips will be published at least one month in advance.

Arrangements for monitoring and evaluation

The Finance Committee of the governing body 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. It will seek to evaluate the impact of the school’s extended services on those children most in need of additional support.

Reviewed Autumn 2015

Next review due Autumn 2016

Ratified by the Governing Body ??