

BURTON BRADSTOCK SCHOOL

Charging and Remissions Policy

Rationale

The Governing Body recognises the valuable contribution that the wide range of additional activities, including day and residential educational visits; musical and theatrical performances, can make towards the children's personal and social education. These activities provide pupils with experiences beyond the normal scope of the National Curriculum.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The overall aim is that all children have the right to equal opportunity, irrespective of their ability to pay.

Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school

- A charge will be made in respect of all activities for which a charge has traditionally been made by the school in the past, subject to the regulations of the 1988 Education Act and the Local Authority.
- This charge will cover the full cost of the activity in question in respect of all pupils. An exception to this will be that in cases of known hardship, the school will pay part or all of the cost in respect of individual pupils. This money will be met either from the school budget or from the school's voluntary funds. A further exception may be made at the discretion of the Headteacher, that, where payment is mandatorily voluntary such that participation cannot be restricted as a result of unwillingness to pay, the school may pay for an individual pupil or pupils in order not to place in jeopardy the provision of that activity.

Charges will, therefore, be made for the following areas of activity:

- Board and lodging on residential visits
- Costs associated with individual tuition in the playing of a musical instrument whether in or out of school activities (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum).

- Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.
- Visits from outside groups – e.g. Theatre companies, Music Ensembles

Remissions

If a residential activity takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel.

However, charges can be made for board and lodging in these circumstances except for pupils whose parents are receiving one or more of the following (or current equivalent), as part of the Free School Meals entitlement:

- Income Support;
- Child Tax Credit (provided there is no entitlement to Working Tax Credit);
- Income-Based Job Seekers' Allowance
- Employment Support Allowance (Income Related)
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999

or where the family is deemed to be in need of financial support.

The Headteacher should advise all parents of the right to claim a subsidy towards the costs of activities if they are receiving Free School Meals or are deemed to be in need of financial support.

Parents should apply in confidence by completing an 'Application for a Bursary' form (Appendix 1) and return it to the Headteacher.

Authorisation of remissions, will be made by the Headteacher in consultation with the Chair of Governors.

Families on Free School Meals are entitled to one school sweatshirt and one school PE T-shirt per school year. (Appendix 2 – Application Form)

Voluntary Contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing an educational activity for pupils. Indeed it would be impossible to offer residential activities without doing so.

The Governing Body may from time to time review its Charging and Remissions Policy and parents will be informed in writing of any amendments.

Voluntary payment will be invited:

- for an activity taking place during or principally during school (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum).
- in money or materials in connection with education in school hours, but no child will be placed at a disadvantage because of a parent's unwillingness or inability to contribute. This will include materials for Food Technology or Design & Technology. The school will, however, levy a compulsory charge where parents have agreed at the beginning of a course to accept the finished product or series of products.

The school will require payment:

- for items damaged or lost as a result of carelessness or needless behaviour, including damage to books, equipment, furniture, windows, doors etc.

Appendix 1

APPLICATION FOR A BURSARY

..... (date)

Dear Headteacher,

Name (parent/carer)

Address

.....

.....

.....

I wish to apply for a bursary of £..... (if possible this should be no more than half the total cost) in respect of my child(name) towards the cost of (activity) on (date).

I am aware that all applications will be treated in the strictest confidence.

Yours sincerely

✂.....

Dear

I confirm that the school is able to assist with a bursary of £..... towards the cost of

Yours sincerely,

Headteacher

Appendix 2

APPLICATION FOR FREE SCHOOL UNIFORM

Name of Parent/Carer

Surname Initials:

Home Address:
.....
.....
.....

Child's Surname	Forenames	Date of Birth	Sweatshirt Size	PE T-shirt Size

I certify that the information given in this application is, to the best of my knowledge and belief correct.

Signed

Date