

# **BEDFONT PRIMARY SCHOOL**



## **Charging and Remissions Policy**

Agreed by Governors: July 2015  
Review: July 2018

## **Introduction**

This Charging and Remissions Policy complies with statutory requirements and is reviewed on an annual basis by the school Governing Body's Finance Committee.

## **Aims and Objectives**

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

## **Activities without charge**

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the first year in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for children in care.

## **Voluntary contributions**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

## **Chargeable activities**

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not part of the National Curriculum or part of religious education.
- Board and lodgings for residential visits.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art and Design or Food Technology, where pupils take home a finished product.
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

## **Remissions**

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/carers whose child is in receipt of Pupil Premium funding.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Date of Policy: 22<sup>nd</sup> June 2015