



Brook Street Primary School  
Charging & Remissions Policy

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## 1. Introduction

Brook Street School recognises and values the significant contribution that a wide range of extra-curricular activities, including trips, clubs and residential experiences, can make towards the education of our children. We aim to promote and provide such activities as part of a broad and balanced curriculum and in our desire to offer opportunities which enrich the experiences of the children and which expand their horizons.

Brook Street School strives to ensure that all children have an equal opportunity to benefit from the opportunities and experiences we offer, both on and off site, within and outside of the curriculum and within and outside of the school day, regardless of their families financial means. To ensure transparency in setting charges and to enable all children to access all of the provision we offer, this policy sets out our approach to charging and remissions. It has been written in conjunction with the DfE guidance published in October 2014, which is included as an appendix.

## 2. Definitions

A school day is defined Monday to Friday :8:45 am to 3:15, excluding lunchtimes.

A school session is equivalent to a half day, either a morning or an afternoon.

Parent, anybody with parental responsibility for a child.

## 3. Admission

No charge will be made for any aspect of the admissions process to the school

## 4. Activities Wholly During the School Day

No charge will be made for education provided during normal school hours. This includes all activities relating to the National Curriculum and Religious Education as well as the materials, equipment and transport required to provide it. Music tuition, which is not part of the school curriculum is covered below.

We recognise that in order to fully deliver a broad and balanced curriculum, as well as many aspects of the National Curriculum, there is a need to offer experiences outside of the classroom, visits to museums or fieldwork activities for example. We will ask for voluntary contributions to help school fund these activities and opportunities but no child will be prevented from participating because of a parent's inability or unwillingness to contribute. However, the Governing Body reserves the right to cancel an activity in its entirety if insufficient voluntary contributions are received. These activities will be characterised as **CURRICULUM** activities.

From time to time we may invite into school, or visit externally, a non-school based organisation such as a theatre company or group of musicians to deliver activities during the school day. Such organisations may wish to charge parents. In these circumstances Parents are entitled not to pay any fee and instead to ask the Headteacher to agree to their child being taught elsewhere within the school for that period. These activities will be characterised as **WIDER OPPORTUNITIES**.

## 5. Activities Wholly Outside the School Day

No charge will be made for education provided outside normal school hours. This includes all activities relating to the National Curriculum and Religious Education as well as the materials, equipment and transport required to provide it.

We will ask for voluntary contributions to help school fund these activities and opportunities but no child will be prevented from participating because of a parent's inability or unwillingness to contribute. However, the Governing Body reserves the right to cancel an activity in its entirety if insufficient voluntary contributions are received. These activities will be characterised as **CURRICULUM** activities

Lunchtime and afterschool clubs are wholly outside of the school day and are not part of the National Curriculum requirement. Thus, they are considered as optional extras and are charged accordingly. These activities will be characterised as **WIDER OPPORTUNITIES**.

## 6. Non-Residential Activities that take place partly during and Partly Outside of the School Day

Where the majority of the time spent on a non-residential activity is within normal school hours, the charging regime will be as if it happens wholly within school hours.

Where the majority of the time spent on a non-residential activity is outside of normal school hours, the charging regime will be as if it happens wholly outside school hours. Unless there is a clear educational requirement for this activity, it will thus be characterised as **WIDER OPPORTUNITIES**.

## 7. Residential Activities

The school is currently engaged in delivering an extensive programme of outdoor education to all year groups. This is part of our **CURRICULUM** and so no charge is made for this but contributions as asked for. As part of this programme of curriculum delivery, we currently offer a 4 night residential in year 5. In line with DfE guidance, we make no charge for the cost of the residential but in order to secure the viability of these trips we do charge for board and lodgings.

Currently, in the case of the year 5 residential, the total cost of the trip is around £500 per child. School receives a bursary of £220 per child towards the cost of the provision and contributes a further £50 per child from our sports premium funding. We therefore make a charge of £230 per child to cover the board and lodgings for that trip. We think this represents good value and would not be able to offer this trip were we not to make this charge.

In-line with point 4, children who do not attend this trip will receive alternative education within the school setting and school will endeavour to provide opportunities of a similar nature without the residential aspect, although these may require contributions in order to be viable.

## 8. Optional Extras

The Governing Body reserves the right to charge parents for activities deemed to be wider opportunities. Such activities will include, for example, a visit to the theatre that is not part of a National Curriculum subject area. Lunchtime and after school clubs do not operate during normal school hours and to cover the costs of offering such opportunities a charge may be made to the parents of pupils who wish to attend. These activities will be characterised as **WIDER OPPORTUNITIES**.

Families on low income who are unable to pay should speak with the Headteacher in complete confidence.

In calculating the cost of wider opportunities, an amount may be included in relation to:

- Any materials or equipment required
- Non-teaching staffing costs
- Teaching staff specifically contracted to provide this service.

## 9. Music Tuition

No charge will be made for tuition for pupils learning to play an instrument if this is part of the educational provision within the requirements of the National Curriculum.

A charge will be made for vocal or musical instrument tuition for either an individual or group where it does not fall into the category of teaching as outlined above. Any charges will be in line with national guidance.

## 10. Before and/or After School Care

Reasonable and appropriate charges will be made for any services offered to pupils before or after school or during holiday periods. The charges will be set by any Individual service provider and reviewed regularly by the Governing Body.

### 10a. Additional Nursery Provision

As the demographic of the school has changed we have become aware that some of our families have a work and financial position that would make them eligible for 30 hours of nursery provision but due to their immigration status have 'no recourse to public funds' and therefore can't access the additional 15 hours. In these circumstances and where there is capacity within our statutory rations, we will make an additional 15 hours of nursery provision available to these families at an agreed cost. A separate document exists that sets out the specific conditions of this offer.

## 11. Damage to Property and Breakages

The school will attempt to recover some or all of the costs incurred repairing wilful damage or breakages to school property or to property belonging to a third party where school has been charged. The actual amount will be determined by the Headteacher.

## 12. Calculating Charges

When charges are made for an activity they will be based on the actual cost 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. Any support for cases of hardship will come through voluntary contributions and fundraising.

The principle of best value will be applied when planning activities that incur costs to school or charges to parents.

## 13. Debt Prevention

All reasonable efforts will be made to prevent families from incurring a debt. Any families who experiencing financial difficulties which may impact on payments and contributions to school should be encouraged to speak with the Headteacher in confidence.

School Dinners – Payments are required in advance for school dinners. Families may go into arrears for up to one week before access to school dinners is suspended and families are required to send a packed lunch to school. If no packed lunch is sent school will provide sufficient nutrition for the day and parents will be invited into school to speak with the Headteacher.

School Trips – Any school trip where a contribution is required, this must be paid in advance of the trip or by any deadline for confirming a booking. Children who have not made the payment by the deadline will not be able to participate in the trip. A payment card can be established to help families manage any payments.

Residential Trips – These do by their very nature incur higher costs. However, the same principle is applied to these trips as to any other school trip that is a wider opportunity. Therefore, any school trip where a contribution is required, this must be paid in advance of the trip or by any deadline for confirming a booking. Children who have not made the payment by the deadline will not be able to participate in the trip. A payment card can be established to help families manage any payments.

School will seek to engage positively with all families to offer the maximum support to enable all children to access opportunities. However, in order to ensure fairness and transparency to all families, will rigorously enforce this policy.

**REFUNDS** – Any parent may withdraw their child from a trip at any point. However, this may not entitle them to a refund. If families request a refund, the following guidelines will apply.

- Where funds are still within school and school will incur no additional cost by making the refund, this will be given.
- Where the funds have already left school, such as to pay for a service or to buy a ticket and any refund will result in school incurring a debt, the refund will not be given, unless school can recover these costs.
- Where a deposit is required to secure a place on a trip, this will be clearly communicated as non-refundable and treated as such.

## 14. Debt Recovery

The Governing Body authorise school to take all reasonable measures to collect debts as part of its management of public funds. In doing so it will observe the relevant financial regulations and any other legal requirements.

Staff will follow set school procedures to secure the collection of all debts. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it.

#### 15. Arrangements for Monitoring and Evaluation

The Business and Finance committee of the Governing Body will monitor the impact of this policy on a termly basis. They will also be responsible for reviewing this policy of a 3-yearly basis.

#### 16. Simple Overview of the implication so this policy

- All trips and activities, which incur a cost, will be categorised as either **CURRICULUM** or **WIDER OPPORTUNITIES**.
- **CURRICULUM** trips will incur no cost to families and no child will be prevented from attending because of financial reason.
- **CURRICULUM** trips can have a donation request attached and can be cancelled if a lack of donations results in a significant shortfall for the school.
- **WIDER OPPORTUNITIES** can have a payment attached.
- Families who have not paid any amount in full do not attend a trip, this only applies to **WIDER OPPORTUNITIES**.
- School must make every effort to support families in making payments, such as giving sufficient notice and setting up payment cards.