

Charging & Remissions Policy



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1. Aims

This policy aims to ensure that: At Brooklands Farm Primary School it is our passionate belief that children's learning and personal development is grown by providing a wide range of experiences to ignite learning and enrich the school curriculum.

The Head Teacher and Governors aim to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

2. Legislation and statutory responsibilities

This policy has been compiled in line with DFE advice on charging for school activities ([May 2018](#)), and in accordance with sections 449-462 of the Education Act 1996.

3. Basic principles

No charge may be made for education during school hours. This includes materials and equipment. School hours are those when school is in session and does not include the break in the middle of the day, before school activities or afterschool activities.

No payment may be made for any activities to prepare children for any external examinations.

At Brooklands Farm School we believe that school trips, visits and ignite activities offer great learning opportunities for pupils to broaden their knowledge and experiences. These are undertaken with voluntary contributions from parents.

4. Voluntary Contributions

There is an exception to the rule about not charging for school activities in school hours.

Parents may be invited to make voluntary contributions towards the costs of some activities where the school is unable to meet the cost of the activity. If a particular activity cannot take place without parental contributions the school will explain this at the planning stage and if any trip is cancelled then any monies received will be returned. Contributions will not exceed the actual cost.

Examples where parents may be asked to make a voluntary contribution include:

- Swimming
- School trips
- Enrichment activities.

5. Education Outside School Hours

The DfE in its guidance to School Governors states that "Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or Religious Education.

No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay." The Education Reform Act 1988 described activities, which can be charged for as "optional extras".

6. Optional Extras

Brooklands Farm School believes in supporting families and offers extended day services to parents as an optional extra. There is a charge for attending these sessions.

The cost to parents for the care and activity clubs is reviewed periodically by the governors and when a decision is made to increase the costs a minimum of half a term notice will be given to parents.

7. Activity Clubs

Brooklands Farm Primary School offers out of school hour's activity club opportunities for all children, these are charged for. The charges cover the costs of specialist coaches/teachers and equipment provided. The current cost is £5.00 per session, however this is booked and paid for in advance [every half term](#).

8. Out of school Care Club

The school also operates an out of school hours Care Club, this is an optional extra and parents/carers are charged for clubs.

The fees are as follows:

- Breakfast Club - £3.50 per session
- Activity club - £5.00 per session (Must be booked and paid for [every half term](#))
- [Care Club 3.30pm to 4.30pm - £5.00 *](#)
- [Care Club 4.30pm to 6.00pm - £8.00 *](#)
- Learning clubs - Invitation only –no charge
- [Holiday club - £30.00 per day, £20.00 per half day](#)

[* Please note that if you would like your child to attend Care Club from 3.30pm to 6.00pm you must ensure you book both sessions.](#)

9. Peripatetic music tuition

The school offers the opportunity for children to receive tuition from specialist music teachers in various types of instruments. This tuition is charged for at cost .The lessons will either be in small groups or individual and the charge is only made to cover the costs of tuition. Our current costs are [£7.00](#) per hour unless it is an individual lesson which is £10 per hour.

10. Damage to school property

As a school no charge will be made for any accidental damage to property however where school property is deliberately broken or damaged maliciously the school reserves the right to ask for a contribution to the cost of replacement or repair. Each case will be dealt with on its own merit and at the discretion of the Headteacher.

11. Other charges

The Headteacher or Governing Board may levy charges for Miscellaneous services up to the cost of providing such services e.g photocopying

12. Remissions

To ensure that access to activities reflects intentions, Brooklands Farm Primary School will implement the following Remissions Policy.

The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement

and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

If children are entitled to Free School meals/Pupil Premium, the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil, if the activity is deemed to take place within school hours. This does not apply to children in receipt of Universal Free school meals who are not in receipt of Pupil Premium or early Years Pupil Premium

There may be cases of family hardship which makes it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Board will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

13. Data protection

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges which do not identify children who do not contribute.

14. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.