**BEACONHILL COMMUNITY PRIMARY SCHOOL.**

**CHARGING AND REMISSIONS POLICY**

*Where Children Matter…..pupils should access educational activities which are free at the point of receipt, no child is excluded from activities for reasons of disadvantage.*

1. **Admissions**

There is no charge for admissions.

1. **School meals**

There is no charge for children who are entitled to free school meals or universal infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per week..

**3. Activities that take place during school hours (this does not include the break in the middle of the school day)**

There is no charge for activities during school hours with the exception of music tuition.

**We may charge for:**

* books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
* optional extras
* music or vocal tuition

**4. Activities that take place outside of school hours (non-residential)**

There is no charge for activities that take place outside of school hours when they are:

* part of the set curriculum, including sports matches against other schools
* part of the school’s basic curriculum for religious education.

**Optional extras**

The school will charge for optional extras. Optional extras are:

* education provided outside of school time that is **not:**

a) part of the National Curriculum

b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school

c) part of religious education

* transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education*.*
* board and lodging for a pupil on a residential visit.

**The cost of optional extras**

The Headteacher will decide when it is necessary to charge for optional activities.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

When calculating the cost of optional extras an amount may be included in relation to:

* any materials, books, instruments or equipment provided in connection with the optional extra
* non-teaching staff
* teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
* the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges.

**5. Activities that take place *partly* during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4.**

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5.**

**6. Residential activities**

**Our school will not charge for:**

* education provided on any visit that takes place during school hours
* education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
* supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
* travel costs where the residential activity is classed as being within school hours
* residential activities that take place during school hours.

**Our school will charge for:**

* Board and lodging**;** parents will be informed of this before the visit takes place. *We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not.* The charge will not exceed the actual cost. A small subsidy for those in need may be available at the discretion of the Headteacher.

**Travel**Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil.

**Activities**The school may charge for residential activities that fall **outside** of school hours **(see section 4)**.

**7. Music tuition within school hours**

This school follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges will be made if** the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

This school is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.

**8. Damage to property and breakages**

Where school property has been wilfully damaged by a student or parentthe school may charge those responsible for the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school will charge all of the cost to those responsible.

**9. Payment for Additional Nursery Sessions**

* Parents may pay for additional Nursery sessions if their child is not entitled to 30 hour provision. Ad hoc places must be booked at least a week in advance and regular places a month in advance. Full payment is required prior to the commencement of the first session. Payment is non-refundable and will not be transferable.
* Parents may book either a 1 hour lunch session or a full 3 hour afternoon session. The cost of these sessions changes each September in line with government funding; current prices can be obtained from the school office (01670 714864).
* Children staying for lunch should bring a packed lunch or alternatively, a school lunch can also be ordered and paid for at the time of booking.

**10. Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers whose children are entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Headteacher.

**11. Voluntary contributions**

The Governing Bodymay ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils’ education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

**12. Inability or unwillingness to pay**

This schoolis committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

The Governing Body may, from time to time, review and amend the categories of activity for which charges can be made.

A. Forbes



Agreed at Governors March 2020

Revised Dec 2021 (Point 11)

To be reviewed by Governors March 2023