



# Somerset Bridge Primary School

Aspire - Brave - Care - Collaborate

## Charging & Remissions Policy

First Adopted	October 2015
First review date	October 2016
Second review date	July 2019
Third review date	November 2020
Fourth review date	November 2021
Fifth review date	February 2023
Sixth review date	November 2024
Seventh Review	May 2025
Headteacher's signature	
Chair of Governor's signature	

## **Somerset Bridge Primary School**

### **CHARGING AND REMISSIONS POLICY**

Somerset Bridge Primary School believes that all of our pupils should have an equal opportunity to benefit from school activities and visits.

The aim of this policy is to set out what charges may be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

In general, all education provided during school hours is free.

#### **1. RESIDENTIAL SCHOOL VISITS**

We may charge for some elements of residential school visits, for example the cost of board and lodgings during overnight school trips, but the charge will not be more than the accommodation actually costs. Parents who are in receipt of certain benefits (see Annexe 1) may be exempt from paying the cost of board and lodging and parents are advised that they should contact the school for further information.

#### **2. NON-RESIDENTIAL ACTIVITIES WHICH TAKE PLACE OUTSIDE OF SCHOOL HOURS**

We may charge for activities which are not part of the national curriculum if 50% or more of the time spent on the activity occurs outside of school hours. Time spent on travel is included in the calculation, school hours do not include the break in the middle of the day.

#### **3. MUSIC TUITION**

Charges may be made when the tuition is not an essential part of:

- the National Curriculum
- a public examination syllabus
- first access to the Key Stage 2 instrumental and vocal tuition, Wider Opportunities programme

#### **4. BREAKAGES AND REPLACEMENTS**

We may charge for breakages and replacements as a result of damages caused wilfully or negligently by pupils.

#### **5. EXTRA-CURRICULAR ACTIVITIES AND SCHOOL CLUBS**

We may charge for extra-curricular activities and school clubs (to include provision of materials, books instruments or equipment). The charge cannot exceed the actual cost of the provision.

#### **6. LATE COLLECTION**

We may charge for the late collection of a child, following our school's late/non-collection of children process. In cases where a child is not collected within fifteen minutes of the end of the school day, or

after a school activity, a charge of £5 will be made to the parent's carer for up to 30 minutes and then £10 thereafter for each 30 minute period that the child is not collected.

## **7. VOLUNTARY CONTRIBUTIONS**

We may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment

The contribution is voluntary, there is no obligation to make any contribution and pupils of parents who can't, or don't want to, contribute will not be excluded from the activity. When any activity is arranged it will be made clear to parents at the outset what our policy is for allocating places on the school visit. Where there are not enough voluntary contributions to make the activity possible, and there are no other ways to get funds, we may cancel the activity. If the activity cannot be funded without voluntary contributions this will be made clear to parents at the outset.

## **8. REMISSIONS POLICY**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges would otherwise be payable in accordance with this charging policy will be offered at no charge or a reduced charge to parents in particular circumstances (see Annexe 1). Other exceptional circumstances may be considered by the governing body on an individual basis.

## **9. ADDITIONAL CONSIDERATIONS**

In addition, in order to make our provision of activities and educational visits as manageable for families as possible, we will ensure that:

- Parents/Carers can pay or make contributions in instalments.
- When the opportunity for a trip or activity arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip (as agreed with the headteacher).
- We will give as much notice as possible for visits and outings.
- We will not allocate places on school visits on a "first pay first served" basis.

Date of Policy review \_\_\_\_\_

Policy approved \_\_\_\_\_  
Chairperson

## **Annexe 1**

Parents who can prove they are in receipt of one or more of the following benefits will be exempt from paying the cost of board and lodging for Residential Trips and may be entitled to assistance under section 8 above:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods