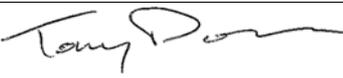




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**Charging and Remissions Policy**

<b>Author/Person Responsible</b>	SBM
<b>Date of Ratification</b>	08/02/2018
<b>Review Group</b>	Resources Committee
<b>Ratification Group</b>	FGB
<b>Review Frequency</b>	2 years
<b>Review Date</b>	November 2019
<b>Previous Review Amendments/Notes</b>	February 2020
<b>Related Policies</b>	Financial Procedures Bad debts/Write Offs Inclusion and Equalities
<b>Chair of Governors Signature</b>	



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### **Policy for Charging and Remissions**

#### **Rationale**

The Education Reform Act (1988) introduced new provisions on charging for school activities. The purpose of this policy is to reflect these provisions and ensure that every pupil is afforded equal access to educational experiences and visits organised by the school.

#### **Aims**

- To maintain the right to a free school education for all
- To ensure that activities offered as part of the National Curriculum and wholly within normal school time should be available to all pupils regardless of their parent's ability or willingness to help meet the cost
- To give schools the discretion to charge for optional activities provided wholly or mainly out of school hours e.g. breakfast and after school clubs
- To confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either in or outside of school hours

#### **Guidelines**

- School trips and special events enrich the curriculum and educational experience of children, but are not compulsory. These are called 'optional extras'. Therefore when organising these, the school may invite parents to contribute to the costs. All contributions are voluntary.
- 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. All costs will be published when requesting voluntary contributions and the school will never make a profit. There will never be an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
- No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled. If a trip goes ahead, it may include children whose parents have not paid the full contribution to ensure equal opportunities for the child.
- The following are examples of 'optional extras' provided by the school:
  - Visits to museums
  - Sporting and music activities that require transport expenses
  - Dramatic performances
  - School trips to support curricular learning
  - Musical events
  - After School Clubs (excluding wrap around care)

#### **Guidelines for Residential Visits**

- If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we make a charge to cover the costs of any workshops, board, lodging, travel expenses and costs of necessary supply cover staff.
- Any family on a low income or experiencing financial difficulty are invited to speak



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confidentially either to the School Business Manager or the Headteacher. Families eligible for free school meals are eligible for the remission of charges for board and lodgings should they request this.

### **Guidelines for Music Tuition**

- All children study music as part of the normal school curriculum and there is no charge for this.
- South Gloucestershire Council Music Service offer individual or small group instrument tuition lessons for children in KS2 only. There is a charge for these lessons and information about costs is published at the beginning of each academic year.

### **Guidelines for Swimming**

- The school organises swimming lessons for children in Key Stage 2. We pay the council for these lessons but there is no charge to parents. As we walk to the swimming pool, there are no transport costs.

### **Guidelines for Lettings**

- The School Business Manager is responsible for the financial management of lettings.
- Partner agencies resident in the Local Authority SureStart Centre will pay for their own utilities in order that the school does not incur these costs.
- The hall is available for parent/community lettings and full details of this are available in our lettings policy.