



Charging & Remissions Policy

Brentry Primary School

BRENTRY PRIMARY SCHOOLS CHARGING AND REMISSIONS POLICY

Rationale

To enable children at Brentry School to gain the greatest possible benefit from activities which are provided beyond the normal circumstances.

Purpose

To ensure that the school engages in a full range of activities in a way that is consistent with legal requirements set out in the Education Reform Act 1988.

Guidelines

Charging - Charged Items

1. **No charges will be made for education during school hours**, with the exception of :
 - **Residential Educational Visits** - a residential activity taking place largely during school time, charges can be made for board and lodgings. Whilst legally this does not apply to parents who are in receipt of income support or family credit, they may be asked to make a voluntary contribution.
 - **Peripatetic Music Lessons** – the cost of musical instrument tuition will be charged to parents
 - **Reparation** – Charges or fines may be levied for damage to school property which includes breakage, defacing or loss where this is the result of a pupil's behaviour e.g. windows, books.
2. **Activities that take place outside of school hours** - Charges may be requested to cover the cost of activities that take place outside school hours
3. **Clothing** – Parents will be expected to provide suitable clothing for children for daily class work, for indoor and outdoor PE and protective clothing eg. aprons for cooking, art and craft

Charging – Voluntary Contributions

1. Parents may be invited to make voluntary contributions to cover the cost of particular activities such as:
 - visiting performers who levy a direct charge on the school (theatre, dance and music groups)
 - school educational visits (the proportionate costs for an individual child to meet the costs for travel, materials and equipment, non teaching staff costs, entrance fees, insurance costs)
 - an 'end product that may be taken home' eg cookery ingredients
2. Requests for voluntary contributions will make it clear that:
 - there will be no obligation to contribute
 - that no child will be excluded from an activity or treated differently through their parents' inability or unwillingness to contribute in response to a request
 - no parent will be asked to subsidise another child in any activity where contributions are requested
 - the activity might not take place or may be cancelled if voluntary contributions are not made
3. The following clause will be inserted into all letters when requesting voluntary contributions:

“Whilst there is no charge for your child's education there are a limited number of extra activities that can be met by school funds. May we ask for your co-operation to meet the cost of this activity. There is no obligation to contribute and children will not be prevented from participating should you choose not to make a contribution. However, if there are insufficient voluntary contributions some activities may not take place. In any case of financial difficulty, please do not hesitate to see the Headteacher in strictest confidence.”

Remissions

Where parents of a pupil would like their child to participate in an additional or optional activity, for which a charge is being made or a voluntary contribution requested, and feel their financial circumstances are not sufficient to meet the cost of the activity, the Governing Body invite parents to discuss the matter in confidence with the Headteacher, with a view to remitting all or part of the cost.

Conclusion

Adherence to these guidelines will ensure that principles of equal opportunity are upheld, and that the Governors of Brentry School fulfill their statutory duties with regard to charging and remissions for school activities.