



**BOURNEBROOK
CHURCH OF ENGLAND
PRIMARY SCHOOL**

**Charging and Remissions
Policy**

Approved Date: Autumn 2017
Next review due date: December 2020

As required by The School Information (England) (Amendment) Regulations 2012 we are required to publish our Charging and Remissions policy as determined by us under section 457 of the Education Act 1996.

Charges and Remissions Policy

The Governing Body of Bournebrook C of E Primary School is committed to the principle of free education for all students in the school, whilst at the same time aiming to provide the highest possible educational standards.

The school day is defined as 8.50 am to 3.15 pm Monday to Friday during term-time.

Education During the School Day

All education that takes place during the school day will be provided free of charge. This includes any materials, equipment and transport to take students between the school and the activity. One exception to this is that a charge may be made for teaching an individual student or groups to play a musical instrument, if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the student.

Although no charge is made for education during the school day, parents will be invited to make a voluntary contribution, to defray the cost of the educational activity. No student is excluded from an educational activity because the parents are not able or willing to make a contribution. If an educational activity is unable to go ahead without voluntary parental contributions, this will be made clear at the planning stage.

Education Partly During the School Day

If non-residential education happens partly during the school day and partly outside of it, there will no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal day, charges will be made. When such activities are arranged, parents will be told how the charges are calculated.

Optional Activities Outside the School Day

A charge will be made for optional, extra activities provided outside of the school day, if such activities are not part of the National Curriculum or do not form part of the school's basic curriculum for religious education, or they are not part of an examination syllabus. This includes before and after school care (known as Fun Club) and any after – school sporting clubs run by the school's PE coach. Any clubs run by community members will be charge- free, with the exception of those where specific expenses are incurred (eg Christmas Cookery Club). In these cases, costs will be provisionally calculated in advance and any excess at the end of the sessions will be refunded to parents.

Any clubs run by outside providers may be charged at the provider's own rate and , in these cases, payments are made directly to the provider.

Residential Visits

Where optional residential visits are arranged, parents will be charged for the cost of board, lodging and transport. Pupils eligible for FSM or Pupil Premium Funding or any family experiencing hardship may have the costs reimbursed, at the discretion of the headteacher.

Swimming

Bournebrook C of E Primary School provides swimming lessons to comply with the National Curriculum. Parents will be asked for a voluntarily contribution towards the costs

of transport and pool hire. All children in the nominated year group for lessons will receive lessons, regardless of contributions.

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who cannot. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents. Pupils eligible for FSM or Pupil Premium or families experiencing hardship may have charges reimbursed, at the discretion of the headteacher.

Arrangements for Monitoring and Evaluation

The Finance and Buildings Committee of the Governing Body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that result in charges being levied, the subsidies awarded (without giving names), and the source of those subsidies.