

# Bell Farm Primary School

## Charging and Remissions Policy



### 1. Introduction

This document is a statement of the aims, principles and strategies used for charging parents at Bell Farm Primary School.

### 2. Status

Statutory

### 3. Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.35am to 3.20pm

### 4. Relationship to other school policies

The policy complements the school's *equality policy and teaching and learning policy*.

### 5. Roles and responsibilities of headteacher, other staff, governors

The **headteacher** will ensure that the following applies:

#### 5.1 During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving traveling to another venue or visitors to school who provide a service.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

#### 5.2 Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example extra curricular clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

### 5.3 Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be 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 school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### 5.4 Residentials

Charges will be made for board and lodging, except for pupils who meet the current free school meals eligibility criteria. Other charges will be made to cover costs where necessary following guidance. In such cases parents will be told how the charges were calculated.

### 5.5 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 pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who meet the free school meal eligibility criteria.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### 5.6 Arrangements for monitoring and evaluation

The *Finance and Resources* Committee of the governing body will monitor the impact of this policy.

Policy Source: Babcock 4S, website, Finance manual, Section J, Sample Charging and Remissions Policy, July 2013.

Status of Policy	Date
Authored by Jacky Chave	April 2016
Policy reviewed	April 2016
Agreed by Staff	
Agreed by Governors (F and R)	April 2016
Review	Biennially April 2018