



Baildon Church of England Primary School

Charges and Remissions Policy

Policy Creation: January, 2024
Policy Review Date: January, 2025

'Those who hope in the Lord will renew their strength and they will soar on wings like eagles.'

Vision Statement

We celebrate our place within God's loving family, showing respect for ourselves, others and the world around us. We are a safe, supportive community of inspired, resilient life-long learners, with a spirit of curiosity, where every individual is provided with the opportunity to flourish and achieve in our ever-changing world.

Introduction

The aim of this policy is to identify and clarify those areas where schools may either charge or seek financial contributions from parents. The Governing Body of Baildon Church of England Primary School is sympathetic to the letter of the law as outlined below, but also wish to support the school in its policy of providing educational visits and having educational visitors into school. This is seen as vital in extending the educational provision in school. Unfortunately, the finance received by school is not sufficient to provide for these elements of education. The Governing body has therefore instituted a policy of requesting voluntary contributions from parents to enable such a valuable part of pupils' education to continue. The following are the main areas of additional activities which Baildon Church of England Primary School attempts to provide, together with our legal and moral position regarding their funding.

Responsibilities

The Governing body of the school are responsible for determining the content of the policy and the Headteacher for implementation. The Headteacher and Governing Body will consider any determinations with respect to individual parents jointly.

Prohibition of charges

The Governing Body of the school recognise that the legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.

- Transporting registered pupils to other premises where the Governing Body or Local Authority has arranged for pupils to be educated.
- Transport provided in connection with an educational trip.

Charges

The Governing Body of the school have authorised charges for any of the following reasons:

- Board and lodging on residential visits (not to exceed the cost)
- The proportionate costs for an individual child of activities wholly or outside school hours to meet the costs for:
 - Materials and equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance cost
- Any other education, transport or examination fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs

Any charges will be clearly communicated in advance where possible.

Remissions

Children whose parents are in receipt of the following support payments, in addition to having a free school lunch entitlement, may also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit with an annual income of less than £16,190, provided they are not receiving Working Tax Credit
- the 'Guaranteed' element of the State Pension Credit
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit with an annual net earned income threshold of less than £7,400

To request assistance, parents should contact the School Business Manager in confidence.

Voluntary Contributions

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- That the contribution is genuinely voluntary and a parent is under no obligation to pay

And

- That the registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

If we do not receive sufficient voluntary contributions, we may cancel the event.

Tuition in the Playing of Instruments

A charge may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school hours. This is the case unless it is provided to fulfil the requirements of a syllabus for a prescribed public examination or the requirements of the National Curriculum, when it must be provided free.

School will charge individual parents for any hire charges incurred.

Where there is a charge to be made for musical tuition or the hire of instruments, parental consent will be obtained before a pupil is given that tuition. Where a child receives tuition from peripatetic staff, either individually or as part of a group activity, there is a direct contract between the providing organisation and the parent and therefore it is subject to the charging policy of the provider.

School Meals and Milk

School meals are charged per day to all children who are not in receipt of Free School Meals, and payment is due a week in advance. A review of charges for school meals will take place up to twice a year. When non-payment occurs, meals will be withdrawn until the debt is cleared. Children in Reception, Year 1 and Year 2 are entitled to Universal Free School Meals, no payment will be required for children in these year groups while this scheme is in place. There is no charge for milk for children under the age of 5 and for those families in receipt of Free School Meals. Fruit is provided free of charge for children in Nursery, Reception and Key Stage 1.

Breakfast Club

Breakfast Club will be charged per day. Price reductions are offered to those children in receipt of Free School Meals, more information on this will be provided to the relevant parents at the start of each academic year. All payments are due a week in advance. When non-payment occurs, the child's place at Breakfast Club will be withdrawn until the debt is cleared.

Extra-Curricular Activities

Most of the extra-curricular activities are provided free of charge, but a charge may be made in respect of attending some extra-curricular activities when additional materials are required. Details of the charges will be communicated in advance.

Where some extra-curricular activities are provided by external providers, a charge may be levied, which will be advised in the initial communication and will be subject to the charging policy of the provider.

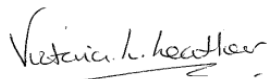
Practical Subjects

Practical subjects such as sewing and baking require substantial levels of consumable resources. Parents may be charged for or required to supply ingredients and materials if they have indicated in advance a wish to own the finished product.

Headteacher:



Governor Approval:



Date: 8th January 2024