

Birkdale Primary School



Charging and Remissions Policy 2023-2024

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Charging and Remissions Policy

Our Mission Statement and Aims :

"Attainment through Caring, Challenge & Creativity"

- **Where Caring and respect for others are the responsibility of all who belong here. So that we may grow to understand our individual uniqueness and learn to love and respect the world in which we live.**
- **Where the potential within us all is encouraged to flourish without fear or prejudice. So that we may learn to become all that we are meant to be.**
- **Where creativity has a pre-eminent place in the life and the work of the school. So that we may celebrate our own achievements and those of others.**

Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions, and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

1	Admissions	No charge will be made for admission.
2	School meals	No charge will be made for pupils entitled to free school meals. We will charge all pupils not entitled to free school meals an amount determined by the local authority, contractor or governing body of the school, as appropriate.
3	Activities for pupils that take place during school hours ('School hours' are those when school is	No charge will be made for activities provided during school hours (with the exception of non-essential music tuition - see Section 8). No charge will be made for transport during school hours eg to swimming.

	actually in session and do not include the break in the middle of the school day)	A charge will be made to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product.
4	Activities for pupils that take place outside school hours (non-residential)	<p>No charge will be made for an activity that takes place outside school hours when it is:</p> <ul style="list-style-type: none"> a) a necessary part of the curriculum b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school c) part of the school's basic curriculum for religious education <p>As such, we will often ask for voluntary contributions when necessary. Please note:</p> <ul style="list-style-type: none"> • There is no obligation to contribute • Pupils will not be treated differently according to whether or not their parents have contributed <p>The school has taken advice from 'The Key for School Leaders,' who have in turn consulted information regarding the law on charging in schools as set out in sections 449 to 462 of the Education Act 1996</p> <p>Optional Extras We may charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Headteacher and Finance Committee.</p> <p>Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.</p> <p>Costs that we can legally cover are as follows:</p> <ul style="list-style-type: none"> a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra b) non-teaching staff c) any materials, books, instruments or equipment provided in connection with the optional extra d) transport to an activity outside school hours
5	Activities that take place partly during school hours either on or off site (non-	Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 3.

	residential)	<p>If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria as set out in section 4.</p>
6	Residential	<p>At Birkdale, we ensure a broad range of opportunities that has included residential visits to Barcelona (Spain), Conwy (Wales) and Robinwood (Wrexham).</p> <p>For these specific visits there will be a reduction in cost to pupils legally entitled to remission (generally accepted by the school as those entitled to free school meals):</p> <p>In the case of the Barcelona visits (and any other international visit involving flight thereon afterwards), we will provide a reduction of 25% of the total cost.</p> <p>In the case of UK residential (and thereon afterwards), we will provide a complete reduction of all costs relating to board and lodgings.</p> <p>The school will be using the Pupil Premium Grant funding allocated to the school to support this subsidy and will not increase the payments made by other families. This took effect from April 2013. (see section 10 of guidance for details of legal entitlements to remissions).</p> <p>There will also be a reduction of 25% for brothers and sisters who attend the same residential (as well as any other reductions outlined above). This took effect from January 2017.</p> <p><u>Travel</u></p> <p>If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although a voluntary contribution may be sought.</p> <p>Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).</p> <p><u>Activities on Residential</u></p> <p>If the residential is classified as being within school hours no charge can legally be made for the educational activities provided. However, a charge can be made for the activity if it is not part of the National Curriculum and not part of religious education. If the residential is classified as being outside school hours, a charge will be made for the educational activities provided (see section 4).</p>
7	Music tuition within school	<p>No charge will be made if the music tuition is an <u>essential</u> part of the National Curriculum.</p> <p>No charge will be made for the programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities). This includes instrument hire, music books</p>

		etc.
8	Childcare	We will charge families for any childcare offered to children before and after school with the level of fees and any remissions to be set and reviewed regularly by the governing body.
9	Damages to property and breakages	<p>We will seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher.</p> <p>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.</p>
10	Remissions and concessions	<p>We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible in the Department for Education's 'Charging for School Activities' document.</p> <p>We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.</p>
11	Voluntary Contributions	<p>We may in certain circumstances invite parents to make a voluntary contribution towards activities.</p> <p>Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.</p> <p>If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.</p>

Policy agreed by the Governing Body on _____

Signed _____ Policy Review Governor