

# Broomwood Primary School

## CHARGES AND REMISSIONS POLICY

### INTRODUCTION:

This Charging and Remissions Policy complies with statutory requirements and is reviewed on an annual basis by the school Governing Body's Finance Committee.

### Aims and Objectives:

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/carers.
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

### Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS1/KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

### Voluntary Contributions

We may ask for voluntary contributions from parents/carers for:

- School trips, visits and practical activities which enhance the pupils' learning and broaden their knowledge and experience. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.
- If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost.

- If we do not receive enough voluntary contributions towards a given activity, the activity will be cancelled and any monies received will be returned.
- Examples where parents may be asked for a voluntary contribution include:
  - School Trips
  - Enrichment activities e.g. external drama group

### **Equality of opportunity**

All of our trips and activities are planned sensitively to ensure that all children can access and none are discriminated against in relation to gender, race or ability.

### **Peripatetic Lessons**

Trafford Music Service will charge for the provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers

### **Breakfast Club**

The School will charge parents for this service and the scale of charges will be approved by the Governing Body on an annual basis

### **Nursery top up fees**

The School will charge parents for this service, and the scale of charges will be approved by the Governing Body on an annual basis (see Nursery Charging Policy)

### **Preschool fees**

The School will charge parents for this service where eligibility criteria is not met, and the scale of charges will be approved by the Governing Body on an annual basis (see Preschool Charging Policy)

### **Ancillary Services**

The School may offer additional non educational services and the scale of charges will be approved by the Governing Body on an annual basis. If the service is a one-off, the Head Teacher or Finance Committee may approve the charge.

### **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved annually by the Finance Committee.

### **Remissions Policy**

If the parent /carer of a pupil is in receipt of Free School Meals (excluding universal free school meals)/Pupil Premium the Head Teacher or Governing Body may choose to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances i.e. included in one of the above categories.

### **Extra-Curricular Activities and After School Club run by External Providers**

External providers will set and collect their own charges.

**Other charges**

The Head Teacher, School Business Manager, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying.

**Breakages & Damages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher or School Business Manager in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

**Exceptions**

The Head Teacher, School Business Manager, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

**Scale of Charges**

These will be approved by the Governing Body on an annual basis.