

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.

Legal Framework and Guidance

This policy is compliant with the following legal framework and guidance:

- **Education Act 1996:** Specifies the general duties of local authorities and schools.
- **School Standards and Framework Act 1998:** Addresses school governance and funding.
- **Guidance from the Department for Education (DfE):** Including guidance on charging for school activities.
- **GDPR (General Data Protection Regulation) and the Data Protection Act 2018**

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/After-school Club

The School will charge parents for this service, and the scale of charges will be reviewed and approved by the Governing Body on an annual basis (see Breakfast/After-school Policy)

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 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. Administration costs for providing letters, photocopying etc. (this list is not exhaustive)

General Correspondence:

The school will provide essential communication to parents/carers free of charge (e.g., letters about school closures, important events, safeguarding matters).

Charges may apply for non-essential correspondence, such as:

Replacement copies of letters previously issued.

Letters requested for purposes other than school-related matters (e.g., visa applications, housing applications)

Please note: Before producing letters for any reason we will need to see valid identification to confirm relationship to the child in line with GDPR Regulations.

Photocopying:

The school will provide essential photocopying for pupils and staff free of charge (e.g., worksheets, exam papers).

Charges may apply for:

Photocopying of personal documents for parents/carers.

Excessive or non-essential photocopying requests from staff.

Replacement copies of lost or damaged materials.

Specific Charges:

The specific charges for letters and photocopying will be determined by the Head teacher and will be reviewed annually. Current charge is £5 per item Parents/carers will be informed of the charges in advance

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.