



Brabourne Church of England Primary School

Charging and Remissions Policy – March 2023 (review due March 2023)

Updated based on DfE document 'Charging for School Activities, May 2018'

This policy has been prepared with the Christian Value of hope foremost – this is a core value of the school and all members of the school community aspire to live by it daily. All children deserve to hope for a better future – no matter what their background – and our school will ensure they all have equal access to activities during the school day.

1. 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.

2. Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

3. Responsibility

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

3.1 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 individual pupils or groups of up to four pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs, such as a school trip or a workshop provided by an outside organisation.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

3.2 Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example early morning provision, wrap around after-school care, or after school clubs (e.g. those provided by a third party). Such activities are not part of the National Curriculum, or religious education, nor are they part of an examination syllabus. Pupils in receipt of pupil premium may be supported to access all of this extended provision.

3.3 Residential Trips

Charges will be made for board and lodging, except for pupils whose parents are in receipt of benefits, when costs will be covered, or partially covered, by Pupil Premium.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity.

3.4 Music Tuition

No charges will be made for instrumental or other music tuition, unless the tuition is provided at the request of the pupil's parent, on the understanding it will incur a charge. Children in receipt of Pupil Premium are entitled to have individual music lessons covered, or partially covered, by their allowance or other charitable donations.

4. 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 cannot. Support for cases of hardship will come through pupil premium, voluntary contributions and fundraising.

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

5. Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy annually.