



# Broom Barns Community Primary School

## Charging and Remissions Policy

November 2015

### Charging Policy

This policy is written in accordance with The Education Act 2006: Sections 449-462.

The school may make a charge to parents for the following activities as permitted under the Act.

- Board and lodging for residential visits
- Costs associated with individual tuition and small group in playing a musical instrument, unless it is provided as part of the National Curriculum
- Optional extra activities which take place wholly or mainly out of school hours which are not required in order to fulfil the needs of the National Curriculum or Agreed Syllabus for RE. Participation in such activities is on the basis of parental choice and a willingness to meet such charges as are made. For example, the school makes a nominal charge for all extra-curricular activities which take place outside normal school sessions. (see below for definition of school sessions).
- The cost of ingredients in cash or kind and materials used in practical subjects, such as DT and craft, if parents have indicated in advance a wish to own the finished product.

### Remissions

The charge for the board and lodging element of a residential visit will be remitted in the case of a pupil whose parents or guardians are in receipt of:

Income Support

Income-based Jobseekers Allowance

Support under Part 6 of the Immigration and Asylum Act 1999

Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by HM Revenue and Customs, that does not exceed £15,575 for the year 2008-2009)\*

Disabled Persons Tax Credit

The guaranteed element of state pension

*\*This sum is updated annually. For the latest figures contact the school office.*

This would only apply to a residential trip made wholly or mainly *during school hours* which would be required as a statutory element of the National Curriculum or Agreed Syllabus for RE.

When a trip is made wholly or mainly *outside school hours* the cost of the activity must be paid for in full and any remission of fees, such as for genuine cases of hardship, is entirely at the school's discretion.

Hertfordshire County Council operate a remissions policy in relation to individual music tuition and details are available from the school office.

### **Voluntary Contributions**

The school may ask for voluntary contributions towards the cost of:

- Any activity which takes place during school hours, including curriculum and non curriculum events
- School equipment
- School funds generally

These contributions will be genuinely voluntary and the pupils of parents or guardians who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions made and there is no way of making up the shortfall the proposed activity will not go ahead.

### **School Sessions**

Normal school sessions are as follows:

Foundation Stage and Key Stage One

8.50am – 12.00pm                      1.10pm – 3.15pm

Key Stage Two

8.50am – 12.05pm                      1.10pm – 3.20pm

The lunch hour does not count as a school session and charges may be made for extra-curricular activities that take place at this time.

### **WRAP Clubs**

WRAP Afterschool, Breakfast and Nursery Lunch clubs are non-profit, paid for services. The charges do not fully cover all costs but contribute towards the cost of food and staffing. In exceptional circumstances, at the discretion of the Head teacher and Governing body, costs may be negotiated for a limited period of time.

### **Late Collection**

If children are not collected on time at the end of the school day, they will be put into the afterschool club and you will be charged accordingly.

Late collection from WRAP club will incur penalty charges. There will be a charge of £5 for every 5 minutes, per child.

### **Further guidance**

Financial Handbook for Schools Part IV, section 11  
Governor's Guide To The Law, Chapter 23 Charging and Remissions Policy Nov 14