



# Broom Barns Primary School

## Charging and Remissions Policy

November 2021-2024

This policy is written in accordance with from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

### Roles and responsibilities

#### The governing body

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

#### The headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

#### Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies
- The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

#### Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

#### Where charges can be made

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

- Board and lodging for residential visits any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- 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, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 \*This sum is updated annually. For the latest figures contact the school office.

The guaranteed element of state pension

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 [www.hertsdirect.org](http://www.hertsdirect.org).

## **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:

Nursesey 8.55am – 11.55am

Reception class 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.

## **Clubs**

Breakfast Club and Afterschool Sports 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 the child is not collected by 3.30pm they will be taken to the office, a member of staff will be asked to look after them. Parents will be charged £5 for this service as the school will be required to pay overtime.

## **Further guidance**

Financial Handbook for Schools Part IV, section 11

Governor's Guide To The Law, Chapter 23 Charging and Remissions Policy Nov 14