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BROADSTONE HALL PRIMARY SCHOOL CORE LEARNING VALUES



Charging and Remissions Policy

November 2023

Last reviewed	Date: November 2023
Next Review	Date: November 2025

Introduction

At Broadstone hall Primary School, we are committed to ensuring equality of education and opportunity for all irrespective of race, gender, ability, religion, socio-economic factors and disability. The achievement of all pupils is monitored and we use this data to raise standards and ensure inclusive teaching and learning.

We aim to provide our pupils with a firm foundation which will enable them to fulfil their potential. We seek to eliminate unlawful discrimination. At Broadstone Hall we believe that diversity and inclusion are strengths, which should be respected and celebrated by all those who learn, teach and visit here.

As legislated by the Education Reform Act 1988 (as amended), the Governing Body is required to determine and publish a Charging and Remissions Policy. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. The Education and Inspections Act 2006 (in force from September 2007) introduced a regulation making power which allowed the Department for Children, Schools and Families (now DfE) to specify circumstances where charging can be made for music tuition.

Education

All education (including the supply of any materials, books, instruments or other equipment) during school hours is free with the exception of individual or group music tuition which is not provided as part of the National Curriculum. We give parents information about additional music tuition at the start of the academic year. We do not charge for any activity undertaken during school hours as part of the National Curriculum.

School Hours

School hours are those when the school is actually in session. They do not include the mid-day break.

The school hours are:

Nursery	8:45-3:00pm
EYFS	8:45-3:10
KS1	8:45-3:15
KS2	8:45-3:20

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for children who are entitled to free school meals or universal free school meals. Pupils who are not entitled to free school meals will be charged a set amount per term decided by the lunch providers (Taylor Shaw) and the school.

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents. These principles apply equally to re-sits.

There is no charge for examinations that are not on the set list but have been arranged by the school.

There is a charge of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school (**see section 5**)

4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours except for music tuition (**See section 8**).

There is no charge for transport during school hours to school-organised activities (**See section 13**)

We may charge for:

- materials, books, instruments or equipment that the parent wishes their child to keep or own (the cost will be made clear to the parents before charge)
- optional extras (**See section 5**)
- music or vocal tuition (**See section 8**)
- Trips and visits (**See section 13**)

5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, *including sports matches against other schools*
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

Optional extras

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.
- extended day services offered to pupils (e.g. The Hub)

The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the headteacher on the recommendation of the finance committee. The charges, when determined, will be published on the school's website and appended to this policy.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**See section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- The costs of buildings and accommodation.

Participation in any optional extra activity will be based on parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6. Activities that take place partly during school hours either on or off site

Where most of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **(See section 4)**

Travelling time is included in time spent on the activity if the travel itself occurs during school hours.

In cases where most of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **(See section 5)**

7. Residential activities

Our school will not charge for:

- education provided on any visit that takes place during school hours **(See section 13)**
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education **(See section 13)**
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours **(See section 13)**
- residential activities that take place during school hours **(See section 13)**

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying the full cost. **(See section 11)**

Payment plans will always be offered to spread the cost of residential visits.

Travel

Travel charges may apply when the residential activity takes place inside/outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs. **(See section 13)**

Activities

The school may charge for residential activities that fall **outside** of school hours. **(See section 5)**

8. Music tuition within school hours

Broadstone Hall follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

Broadstone Hall is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours may be remitted for pupils on free school meals. This is at the discretion of the Headteacher.

There is no charge for vocal or instrumental tuition for a student who is looked after by a local authority. This includes instruments, music books and exam fees.

9. Extended services

Broadstone Hall provides a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

10. Refunds

Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the headteacher. If approved, refunds will be processed via the original method of payment.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school because of a pupil's breach of the school's behaviour policy.

11. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student *or parent* the school may charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation

12. Remissions and concessions

The school will consider the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of Pension Credit
- Working Tax Credit run-on
- Income related Employment and Support Allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

13. Voluntary contributions

The Local Authority may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to contribute. However, if we fail to obtain enough Voluntary Contributions a trip/visit may be cancelled.

Every opportunity will be explored by the headteacher to subsidise trips and visits to ensure they are affordable for our parents. Funding will be provided directly from the school budget or sourced from

Friends of Broadstone (FOB). As a school we will always try to ensure we are giving parents appropriate time to pay and offer payment plans where necessary.

14. Inability or unwillingness to pay

Broadstone Hall is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

15. Complaints

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.