



# **Charging and Remissions Policy**

**Original Policy Agreed: March 2010**

**Policy Reviewed: March 2012; September 2013; Autumn Term 2015; Autumn 2017**

**Next Review : Autumn 2019 by Business Manager**

## **Introduction**

### **Background**

The Governing Body of Billing Brook recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards our pupils' education and experiences. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### **General**

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

During the academic year 2017 – 2018 all parents have been invited to voluntarily contribute towards Food technology and Snack monies. This will be reviewed annually.

### **Voluntary contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

Parents who are in receipt of Free School Meals (pupil premium) are encouraged to use their "**Premium Points**".

### **Premium Points**

The school introduced a "Pupil Premium Points" which is solely for pupils who receive free School Meals. Each parent is awarded a set number of Premium points, which can be used to "pay" for school activities or equipment.

Parents in receipt of Free School Meals are allocated 'Premium Points'. These points can be used on the following:

- Cost of trips like visits to museums and other local venues and sporting activities which require transport expenses;
- Residential trips
- Tuck Shop (50p a week)
- Food Technology and snack
- After School Club
- Uniform

## **After School Activities**

The school offers After School club which is charged at £10.00 per session . The Academy will try to seek additional funds from external agencies to support the activities to reduce costs. Premium points can be used to “pay” for After School Club. The school does not provide transport for this activity.

## **Technology (including Food Technology)**

Materials and ingredients: the cost of materials or ingredients for art and design, and design technology, food technology and snack are voluntary charged for. If parents have indicated in advance that they wish to own the final product, then a small charge will be made towards covering the actual cost. If the contribution is received children can take the items home, if not, they belong to the academy. No child is prevented from taking part of any activity, regardless of whether monies are received.

## **Lettings Policy**

There is a separate lettings policy that outlines charges made to outside agencies who wish to hire parts of the school.

## **Music tuition**

All children study music as part of the school curriculum. We do not charge for this.

There maybe a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We may make a charge for these lessons, but parents and carers in receipt of state benefits are exempt from payment. We give parents and carers information about additional music tuition at the start of each academic year if any are going to occur.

## **Remissions**

Where the parents of a pupil are in receipt of Free School Meals , the Governing Body will offer to remit of some of the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

## **Residential visits**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the Curriculum, we do not make any charge for the education or travel expenses. However, we do suggest a charge to cover the costs of board and lodging, although parents and carers who receive benefits are encouraged to use their pupil premium points. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

## **School Minibus**

We normally charge if children are transported in the minibus to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip, and not to make a profit.

All pupils who receive Pupil Premium points in Year 6, 9, and 11, will be allocated an additional amount of money to significantly subsidise our residential activities for these year groups during 2017 – 2018. Parents will not receive cash.

Students in year 13, in receipt of the bursary, will be required to contribute fully to any residential activity

## **School Property**

The Governors reserve the right to charge parents for non-accidental damage to, or loss of school property and damage to the building. This also includes any deliberate damage made by adults when on site.

## **Snacks**

Parents are asked to contribute towards the cost of snacks or provide the snack, as this is not part of the curriculum. Snack monies are requested and are purely voluntary. Snacks for Primary and ASD pupils occur daily, for Secondary pupils on a termly basis.

## **Swimming**

The school organises swimming lessons for many of our children. These take place in school time and are part of the National Curriculum at Key stage 1 & 2. We make no charge for this activity, but we may ask for a voluntary contribution from parents and carers to cover the cost of transport if used. We use our pupil premium money to support those children who are entitled to receive support should we incur additional charges. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

## **Monitoring and review**

This policy is monitored by the Governing Body, and will be reviewed every two years, or earlier if necessary.