



Charging & Remissions Policy

Policy to be reviewed every 3 years
Reviewed by Anna Holland & Staffing and Finance Governors 26/01/2021
Next review date: Spring 2023

St Bartholomew's **Charging & Remissions Policy**

This policy conforms with government and local authority guidelines and will be subject to review when required by the governing body.

The Governors support the ideals of additional opportunities for curriculum enrichment for enrichment made in the form of education visits. Charging for visits will be in line with policy. The costs of such visits will be kept at a reasonable level to cover, equally, each child's share of those costs.

The school and governing body will not charge for:

- An admission application to any state funded school – paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contribution as any part of the admissions process;
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided 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;
- Instrument or vocal tuition, for pupils learning individually or in groups, unless this is not part of the curriculum i.e at the request of the pupil's parent;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational trip (e.g. swimming)

The school and governing body will charge for:

- Any materials, books, instruments or equipment, where the child's parent wishes him/her to own them;

- Optional Extras – see below

Charges can be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. **Optional extras are :**

- Education provided outside of school time that is not:

- a) Part of the national curriculum
- b) Part of religious education

- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education)

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- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

In 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;
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra, and
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity who parents are unwilling or unable to pay the full charge.

- Music and Vocal Tuition

Charges may be made for vocal or instrumental tuition provided either individually or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

- Residential Activities

Parents will be charged for board and lodging on residential trips deemed to take place during school time. However, pupils whose parents/carers are in receipt of Free School Meals may not be charged for board and lodging costs.

- Voluntary Contributions are sought by the school to support the following:

Enrichment Opportunities for the Group taking place wholly or mainly in school time.

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For example; swimming lessons, school day or half day trips, visiting groups invited to the school and residential visits.

Parents/carers will be asked to make an advance, equal per child, voluntary contribution towards the cost of specific activities available to their child. No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. If a trip goes ahead with insufficient commitment of parents / carers to pay the cost, the school is required to make up this short fall.

Refunds – Residential Visits

For residential visits an initial non-returnable deposit is required to cover initial payment. This deposit will be non-returnable.

In the event of a child being unable to take part in the school trip for genuine reasons, e.g. medical, it is the parents' responsibility to make a claim for refund to the insurance company concerned for residential trips in liaison with the School Business Manager.

If a trip is cancelled the provisions in the insurance company will come into force to determine any refunds less the initial administrative costs.

Refunds – other activities where a charge or voluntary contribution has been made

Refunds will only be made if a written request is made to the School Business Manager and agreed by a member of the Senior Leadership Team. Refunds will only be possible after expenses incurred by the school have been paid, i.e. fees and payments to the travel companies, tour operators including entrance fees, etc.

Children withdrawn from trips for reasons other than sickness will be expected to be in school.

Residential Financial Assistance

Parents and carers can requested, in writing, support of up to 50% of the residential costs and / or a longer payment plan. Any support is at the sole discretion of the head and the governing body, their decision is final. It's unlikely that cost support will be given unless the pupil on the residential is/or has been claimed 'Free School Meals'.

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