

Bell Farm Primary School

Charging and Remissions Policy



1. Introduction

This document is a statement of the aims, principles and strategies used for charging parents at Bell Farm Primary School.

2. Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.35am to 3.20pm and nursery to 3.30pm

3. Relationship to other school policies

The policy complements the school's *equality policy, teaching and learning policy and nursery admissions policy.*

4. Roles and responsibilities of headteacher, other staff, governors

The **Headteacher** will ensure that the following applies:

4.1. During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for vocal or instrumental tuition for an individual pupil or group. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example swimming, special activities involving high cost materials, trips involving travelling to another venue or visitors to school who provide a service.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if the viability of the trip is dependent on voluntary contributions, parents will be informed of this from the outset.

4.2. Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example extra-curricular clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

4.3. Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

4.4. Residential

Charges will be made for board and lodging, except for pupils who meet the current free school meals eligibility criteria. Other charges will be made to cover costs where necessary following guidance. In such cases parents will be told how the charges were calculated.

4.5. Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who meet the free school meal eligibility criteria.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

4.6. Nursery

Fees are chargeable for children attending more than 15 hours per week and for whom the family is not entitled to 30-hours funded childcare, available from HMRC. Further details and how to confirm eligibility can be obtained from their website: <https://www.gov.uk/30-hours-free-childcare>. Any additional hours beyond free entitlement will be calculated at £5 per hour, subject to review each academic year. It is the parents'/carers' responsibility to ensure whether or not they are entitled to 30 hours of free nursery provision, should they wish to have it. Should parents' circumstances change and they are no longer entitled to free provision, the school must be informed and after the appropriate notice period, parents will be expected to pay for additional hours until a time when a 15-hour placement becomes available.

Fees will be due during the first week of each term. Fees will not be refunded or waived for absence through sickness or any other reason. This rule is necessary so that the nursery can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other parents. No compensation will be paid or refund given if the nursery has to be closed due to any reason beyond the control of the nursery, such as power failures or weather conditions.

If due fees are not paid on time you may put your child's place at risk of being terminated and offered to the next person on the reserve list.

Certain items are not provided by the school and parents/carers are expected to provide these if necessary. Including, but not limited to:

- Nappies
- Nappy sacks/bags
- Wet wipes
- Sun Cream

5. Arrangements for monitoring and evaluation

The governing body will monitor the impact of this policy.

Policy Source: Surrey Education Services website, Finance manual, Section J, Annex 7, Sample Charging and Remissions Policy, August 2019.

Status of Statutory Policy	Date
Authored by Jacky Chave	April 2016
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Agreed by Staff	February 2023
Agreed by Governors	N/A
Review	(Annually) Nov 2023