



## Brecknock and Torriano Schools Federation

### Charging and Remissions Policy 2022-23

Committee	Resources
Last reviewed	Autumn 2022
To be reviewed	Autumn 2023

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## 1. Aims

The Brecknock and Torriano Schools Federation aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will be made.

## 2. Legislation and Guidance

This policy complies with statutory requirements and is based on advice 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 England.

## 3. Where charges can and cannot be made

The Brecknock and Torriano Schools Federation cannot charge for:

At Brecknock and Torriano Primary School education during school hours is free. The schools do not charge for any activity undertaken as part of the National Curriculum. This includes:

- The supply of any materials and books.
- Transport provided in school hours to carry pupils between the school and an activity, although on specific occasions the school may ask parents for a small contribution.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal tuition for children in care.

The Brecknock and Torriano Schools Federation can charge for:

- Optional extra activities which take place wholly or mainly outside school hours (e.g. afterschool clubs) and which are based on parental choice.
- Residential trips (please see below)
- Trips costing the school over £500.
- Nursery provision (see Appendix 1).

## 4. Voluntary contributions

The Executive Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours.
- School equipment e.g. musical instruments.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the schools may request from parents a contribution to the cost of the event. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the event. If an event goes ahead, it will include children whose parents are unwilling or unable to make a voluntary contribution. Any children of parents who do not wish to contribute will not be treated differently. Where possible, the school pays additional costs in order to support a visit.

Parents have a right to know how each trip is funded and the school can provide this information on request.

The following is a list of activities organised by the schools, which require voluntary contributions from parents. This list is not exhaustive:

- workshops with specialists
- sporting activities which require transport expenses
- outdoor adventure activities
- theatre visits

#### 5. Residential visits

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. The charges will not exceed the actual cost.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to a subsidy of the charge for board and lodging.

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit

#### 6. Music tuition

All children study music as part of the school curriculum and the school does not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. Charges for these lessons are paid directly to Camden Music Service. Parents in receipt of state benefits may get help with payment. We provide parents with information about additional music tuition at the start of each academic year.

#### 7. Swimming

The school organises swimming lessons for all children in Key Stage 1 and 2. These take place in school time. There is no cost to this activity.

#### 8. Extra – curricular activities

A form must be completed to register your child before places are allocated. Places are subject to availability. Payment is required as soon as students are allocated a club. Failure to pay for afterschool clubs could result in future afterschool club allocations for that student being withdrawn. Parents with financial difficulties whose children wish to participate will be invited to discuss individual needs with the Executive Headteacher.

The school will endeavour to offer the children a range of optional extra-curricular activities to widen their experiences e.g. art, football, dance, reading club and multi sports clubs. All clubs will have a standard termly fee of £30 (homework club is the only exception) and £15 for Free School Meal (FSM) eligible pupils. Payment made for clubs or trips will not be refunded as the costs will have already been calculated. Wrap around care is offered from 15:30 to 18:00 to children in Nursery (including 2-year-old provision at Brecknock Primary School) and Reception. The sessions are charged on a monthly basis, as follow:

- 15:30 to 17:00 £8 per session
- 15:30 to 18:00 £13 per session

#### 9. Breakages or lost items

Where a child's actions incur extra costs to the school, by breakage of equipment, damage to premises, loss or damage to text books or library books, parents may be requested to pay a contribution to cover the whole or part of the cost.

#### 10. Remissions

In some circumstances the school may not charge for items or activities set out in section 5, 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.