



Charging and Remissions Policy

The Willow Primary School and The Brook Special Primary School

The Governing Body of The Brook Special & The Willow Primary School adopted this policy on:	
Date of adoption	September 2022
Date of next Review	Autumn Term 2023

1. Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

2. Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip.

All contributions are voluntary. If the income for each activity does not meet the overall cost, such activities may have to be cancelled. If the activity cannot be funded without voluntary contributions, we will make this clear to parents from the outset.

If a trip goes ahead, it may include children whose parents are unwilling or unable to make a voluntary contribution. We do not treat these children differently from any others. Sometimes the school pays additional costs in order to support the visit.

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

Please note:

“Any charge made in respect of individual pupils must not exceed the actual per pupil 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 whose parents are unwilling or unable to pay the full charge” (from DfE 2012 Guidance).

The following is a list of additional activities organised by the school which require voluntary contributions from parents. These activities are known as ‘optional extras’, this list is not exhaustive:

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre and musical events
- School trips

3. Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to write in confidence to the Headteacher.

If the income for each activity does not meet the overall cost, such activities may have to be cancelled.

4. Music tuition

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

5. Ingredients/materials for practical subjects

Parents are encouraged to provide materials for practical subjects, but no child will be disadvantaged because of parents' inability/reluctance to pay. Where necessary, the school will meet the cost of this.

6. Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for contributions to the cost of travel. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

7. Lost school equipment, books etc.

Parents may be requested to replace school equipment, books etc. which have been lost by their child.

8. Childcare fees and extended school

The school manages the following business units; Childcare and Edu-care at the Children's Centre and the BILC Catering Department.

The school shall charge a market rate however be competitive with Local Authority childcare providers, however will include an admin charge for parents using the hourly rate to cover the additional administrative time to arrange the booking.

The school shall not charge KS1 pupils for meals as this is paid for by the Universal Free School Meal Grant (UFSM). Families who are eligible for Free School Meals shall not be charged for a school meal once the respective evidence is presented to the school.

The school will charge a marginal cost from families who are not eligible for FSM and do not have children's in KS1 to cover the cost to prepare the meal.

Children attending extended school will be charged a marginal cost to cover the cost of the activity leader.

9. Damage to school property

Legally, parents can be asked to pay for damage to and/or loss of school property. However, we do not usually charge for accidental damage to property. We do however reserve the right to ask parents/carers to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

10. Data protection of pupils and families

School staff will ensure that where families are experiencing financial difficulties, their children are not publicly identified or stigmatised. Our methods of collecting voluntary charges, dinner money etc. do not identify children who are unable to contribute.

11. Voluntary contributions

Voluntary contributions in cash or kind may be made for activities taking place during or outside the school day. However no child is to be excluded because his/her parents/carers did not contribute to funds. It is permissible to warn parents/carers in advance that unless a majority is willing to make a contribution, the activity will not take place.

12. Remissions

The Governing Body does not wish to see any child disadvantaged by virtue of the fact that their parent(s) are unable to pay. The Governing Body will:

- Remit all or part of any charges otherwise payable by parents/carers of a pupil in respect of board and lodging, provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents/carers meet the criteria for the 'benefits' that qualify them for free school lunch eligibility purposes
- Remit 100% of any charges for pupils on FSM
- Give consideration to remitting all or part of any charges payable by a parent of a pupil in all other instances pursuant to its charging policy