



# BUSBRIDGE CE (Aided) JUNIOR SCHOOL

## Charging and Remissions Policy



**This policy was updated by the Governing Body in May 2021 (every 2 years)  
It will be reviewed in the Summer term 2023**

### 1. Introduction

The purpose of this policy is to set out the circumstances in which charging for school activities is and is not permissible, and the kinds of activities for which voluntary contributions may be requested. This policy is written in accordance with sections 444-462 of the Education Act 1996, and the corresponding guidance document 'Charging for School Activities' (DCSF, 2009).

Under the terms of the 1996 Act, the school cannot charge for:

- an admission application
- education provided during school hours (including the supply of materials, books etc)
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a public examination that the pupil is being prepared for, or part of religious education
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum.

The school can charge for:

- any materials, books or equipment where the child's parent wishes him or her to own them
- optional extras; such extras would include education outside of school hours where it is not part of the National Curriculum; board and lodging for pupils on residential journeys.
- music and vocal tuition, if not excluded by the provisions of the previous paragraph

The legislation described above does not prevent the Governing Body from asking for a voluntary contribution for any school activity, and this is described in section 8.

### 2. Residential Visits

For residential visits, parents will be requested to contribute to the actual costs of board, lodging and transport, together with additional costs incurred for tuition, staffing and outings, including the portion of these costs relating to school staff accompanying the pupils. It will be made clear to parents that the contributions are genuinely voluntary and the school will observe the statutory requirement to remit costs in the case of pupils whose parents meet the eligibility criteria for free school meals. In addition, parents experiencing financial difficulties (though not qualifying for free school meals) could be considered for assistance from the school fund towards the costs, at the headteacher's discretion. However, it will be made clear that the residential visit could not take place if there were insufficient voluntary contributions to support it and, in that event, may be cancelled.

### **3. Non-residential Visits**

For non-residential visits and trips, parents will normally be requested to contribute on a voluntary basis to cover transport costs, entry fees, etc. The same provisions for remission of, or assistance with, fees would apply as for residential trips. Similarly, the trips could be subject to cancellation if insufficiently supported.

### **4. Swimming**

Swimming is provided to Year 4 pupils in the autumn term. Parents will be asked for a voluntary contribution to cover costs of transport and swimming tuition. Provisions for remission apply as for previous paragraphs.

### **5. Music Tuition**

Tuition in some musical instruments may be provided during or after school hours. This tuition is provided by Surrey Arts, Music Works and Keith Ryder, all of which make direct charges to parents. The school is not directly involved in making these charges.

### **6. Clubs**

a) **Extra-curricular activities:** Where optional extra activities are provided by clubs run by the school (e.g. choir, table tennis), we request a voluntary contribution of £15 per club per term. This covers admin and equipment costs. Where they are provided by external providers, charging is the responsibility of the provider and is arranged directly between the providers and parents.

b) **Breakfast and after-school clubs:** The school provides breakfast and after-school clubs to meet a need for parents who can benefit from the children being looked after for longer than the normal school day. The school charges for these clubs to cover costs of food, staff, resources and premises.

### **7. Requests for evaluation of pupils by independent and non-maintained schools**

The school does not currently charge for producing reports in response to such requests. However the school will introduce a nominal fee from September 2021.

### **8. Lettings**

The school may let parts of its premises to other organisations, such as Busbridge Church and Stagestruck Dance school. Such lettings are covered by the separate Lettings Policy.

### **7. Breakages, damage, loss of school property, equipment and books**

The Governing Body delegates to the headteacher the discretion to ask parents to pay the cost of replacing any loss or repairing any damage caused by deliberate or wilful behaviour on the part of their child.

### **8. Voluntary Contributions**

Over and above cases specifically mentioned above, the Governors reserve the right for the school to ask for voluntary contributions to cover the costs (such as travel, entrance fees, insurance and costs of accompanying staff) for any activities for which charging is not specifically precluded by legislation and DfE guidance.

In such cases, it will be made clear to parents that such contributions are genuinely voluntary and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request. However, the school reserves the right to cancel any activity for which the level of contributions is insufficient to fund it.

**9. Other cases.**

For any situations not covered above, the school will determine its approach by reference to the Charging and Remissions section of the Surrey LMS Finance Manual.

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