



# Beech Green Primary School

*Respect Achieve Belong*

## Charging and Remissions Policy

### 1. Aims

Beech Green Primary School believes that all pupils should have equal access to educational opportunities regardless of their family's financial circumstances.

This policy aims to:

- Set out the circumstances where the school may charge for activities.
- Clarify when voluntary contributions may be requested.
- Explain when charges may be reduced or waived.
- Minimise financial barriers that may prevent pupils from participating fully in school life.
- Ensure compliance with relevant legislation and guidance.

### 2. Legislation and Guidance

This policy is based on:

- Sections 449–462 of the Education Act 1996.
- Department for Education guidance on Charging for School Activities.
- The Charges for Music Tuition (England) Regulations 2007.

### 3. Definitions

#### **Charge**

A fee payable for specifically defined activities.

#### **Remission**

The reduction or cancellation of a charge that would normally be payable.

#### **Voluntary Contribution**

A contribution requested from parents/carers to support an activity for which a charge cannot legally be made.

### 4. Roles and Responsibilities

#### **Governing Board**

The Governing Board is responsible for:

- Approving this policy.
- Monitoring its implementation.

- Ensuring the policy is applied fairly and consistently.

## **Headteacher**

The Headteacher is responsible for:

- Implementing this policy.
- Making decisions regarding financial assistance.
- Ensuring staff apply the policy consistently.

## **School Staff**

Staff are responsible for:

- Applying the policy fairly and consistently.
- Informing parents and carers of any costs associated with activities.

## **Parents and Carers**

Parents and carers should contact the Headteacher or School Business Manager if they have any questions regarding charges or are experiencing financial difficulties.

## **5. Activities for Which Charges Cannot Be Made**

The school will not charge for:

- Admission to a maintained school.
- Education provided during school hours, including materials, books, instruments and equipment.
- Education provided outside school hours where it forms part of:
  - the National Curriculum;
  - a prescribed examination syllabus; or
  - religious education.
- Instrumental or vocal tuition required as part of the National Curriculum.
- Entry to prescribed public examinations where pupils have been prepared for the examination at school.
- Examination re-sits where the pupil is being prepared for the re-sit at the school.
- Transport provided in connection with an educational visit where no charge may legally be made.
- Supply teacher costs incurred when teachers accompany pupils on educational visits.

## **6. Activities for Which Charges May Be Made**

### **Optional Extras**

Charges may be made for activities that take place mainly outside school hours and are not required as part of:

- The National Curriculum;
- Religious Education; or
- A prescribed examination syllabus.

The charge will not exceed the actual cost of providing the activity.

## **Residential Visits**

The school may charge for board and lodging on residential visits.

The charge will not exceed the actual cost incurred by the school.

## **Individual or Small Group Music Tuition**

Charges may be made for instrumental or vocal tuition where:

- The tuition has been requested by parents/carers; and
- It is not part of the National Curriculum or public examination requirements.

## **Lost or Damaged Property**

The school may seek reimbursement for the replacement or repair of school property that has been lost or wilfully damaged.

## **Materials and Equipment**

A charge may be made where parents/carers wish their child to own a finished product made using materials provided by the school, for example a DT project or clay model.

## **7. Voluntary Contributions**

The school may request voluntary contributions towards activities that enrich and enhance the curriculum.

Examples include:

- Educational visits.
- Visiting speakers.
- Workshops.
- Theatre productions.
- Author visits.
- Sporting enrichment activities.
- Arts and cultural experiences.

When requesting voluntary contributions:

- Parents and carers will be informed that contributions are voluntary.
- No child will be excluded because their parent or carer is unwilling or unable to contribute.
- Children of contributing and non-contributing families will be treated equally.
- If insufficient contributions are received, the activity may be cancelled.

The requested contribution will not exceed the actual cost of the activity.

## **8. Activities Commonly Supported by Voluntary Contributions**

| Activity                                      | Type                   |
|-----------------------------------------------|------------------------|
| Curriculum visits                             | Voluntary contribution |
| Visiting workshops and enrichment experiences | Voluntary contribution |
| Author, artist and specialist visits          | Voluntary contribution |
| Cooking ingredients                           | Voluntary contribution |
| Sports events and enrichment activities       | Voluntary contribution |

## 9. Activities Commonly Charged For

| Activity                      | Basis of Charge                |
|-------------------------------|--------------------------------|
| Residential board and lodging | Actual cost                    |
| Instrumental music tuition    | Actual cost or subsidised rate |
| External after-school clubs   | Cost charged by provider       |
| Materials retained by pupils  | Actual cost                    |

The school does not seek to make a profit from any charged activity.

Charges for clubs operated by external providers are determined by the provider and are collected either directly by the provider or by the school on their behalf.

## 10. Remissions and Financial Support

The Governing Board recognises its responsibility to ensure that financial hardship does not prevent pupils from participating in educational opportunities.

Parents experiencing financial difficulties are encouraged to speak confidentially to the Headteacher or School Business Manager.

Support may be available for:

- Educational visits.
- Residential visits.
- Enrichment activities.
- Extra-curricular opportunities.

The school may use available funding streams, including Pupil Premium funding, to support participation where appropriate.

**The school will strategically use Pupil Premium funding to reduce barriers to participation, ensuring disadvantaged pupils can access educational visits, residential experiences, clubs and enrichment opportunities that support their personal development, wellbeing and academic achievement.**

Assistance will be considered on an individual basis and subject to available funding.

## 11. Eligibility for Support

Families may be eligible for support if they receive:

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of State Pension Credit.
- Child Tax Credit (subject to government thresholds).
- Working Tax Credit run-on.
- Universal Credit.

The school may also consider support where:

- More than one child from a family is participating in the same visit or activity.
- A family is experiencing temporary financial hardship.
- Exceptional circumstances apply.

Applications will be treated confidentially.

Parents who believe they may qualify for Free School Meals or Pupil Premium funding are encouraged to apply through Gloucestershire County Council.

## **12. Payment Arrangements**

The school recognises its responsibility to ensure that educational opportunities do not place unnecessary pressure on family finances.

Where possible, the school will:

- Provide advance notice of visits and activities.
- Offer instalment plans for larger payments.
- Consider flexible payment arrangements when activities arise at short notice.
- Avoid allocating places on a "first pay, first served" basis where this could disadvantage pupils from lower-income families.

## **13. Debt Recovery**

Where a charge has been agreed and remains unpaid, the school reserves the right to seek recovery of the debt in accordance with its Debt Recovery Policy.

The school will always seek to work sensitively with families experiencing genuine financial hardship.

## **14. Monitoring Arrangements**

This policy will be reviewed annually by the Governing Board.

The Headteacher and School Business Manager will monitor the implementation of the policy and report any significant issues to governors as part of the school's ongoing financial and compliance monitoring.

This policy will be published on the school website.