

# Policy



# Charging and Remissions Policy

November

# 2023

## Broomfield Primary School

Off Ploughmans Lea  
East Goscote  
Leicestershire  
LE7 3ZQ

☎0116 260 6704

Headteacher: Miss Alex Allison

LAB meeting at which approved :  
Next review date:

November 2026

Chair of Governors:

Head Teacher:

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## 1. Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, day visits and residential visits, can make towards pupils personal and social education.

The Governing Body aims to promote and provide such activities; both as part of a broad and balanced curriculum for the pupils of the school, and as additional optional activities. The Education Reform Act 1988 requires that schools do not charge for activities taking place “wholly or mainly” during school hours. The purpose of this part of the Act, which came into force on 1<sup>st</sup> April 1989, is to maintain the right to free school education

## 2. School Hours

A school visit or activity is deemed to take place during school hours if 50% or more of the time spent on the visits or activities (including time spent transporting) occurs during school hours (i.e. between 8.40 a.m. and 3.20 p.m.).

## 3. The Basis of Voluntary Contributions

Any fundraising for a visit or activity which falls wholly or mainly during school hours can only be on the basis of voluntary contributions. Such contributions must be genuinely voluntary and any request for contributions must make it clear that:

- there is no obligation to contribute;
- pupils will not be treated differently according to whether or not their parents have made any contributions in response to the request, i.e. cannot be omitted from the activity because their parents did not contribute.

However, this school does not have any funds to ‘top-up’ contributions and the specific activity will only be able to continue if the total cost is met. Contributions requested

will need to be received by the school, by the stated dates, to allow for the viability of the activity or visit to be ascertained.

When a request is made for voluntary contributions, parents will be informed by the Headteacher of the total cost per pupil for that activity or visit. This amount can include the following:

- pupil's travel costs
- materials, books, instruments and other equipment
- additional staff costs
- entrance fees
- insurance costs

## 4. Activities Affected

### *Cooking and craft*

Parents will be asked to make a voluntary contribution towards the cost of ingredients, materials etc. However, no child will be disadvantaged and all children will be allowed to take items home regardless of whether a voluntary contribution has been received.

### *Activities outside school hours*

The full cost to each pupil of activities deemed to be optional extras taking place outside school hours may be charged e.g. sports groups, dance, drama and music and other groups involved in extra curriculum activities.

### *School journeys in school hours*

#### **- Day Visits**

Most activities from this school take place wholly or mainly within school hours. Entrance fees etc. can only be met by voluntary contributions. When transport for a visit is by coach or minibus, parents may be requested to make a voluntary contribution to cover this cost. If the contributions received do not meet the full cost of the visit, it may be cancelled.

#### **- Residential Visits**

The Local Advisory Board reserve the right to make a charge for the board and lodging element of residential visits. Voluntary contributions will be requested to cover the costs of transport, materials, books, instruments, entrance fees and insurance costs etc. Governors reserve the right to cancel any visit if any parents wish their child to have a place for the visit but decline to make a full voluntary contribution.

#### **- General**

The fees for specialists who come into school to work with pupils will need to be met by voluntary contributions.

Pupils may be asked to bring items of stationery to school on a voluntary basis. Parents may be asked to pay for damage to school property or equipment where this is the result of the pupil's misbehaviour.

The Local Advisory Board may, from time to time, amend the categories of activity for which a charge may be made.

## ***Music Tuition***

Education provided during school hours is free. However, the provision of tuition in the playing of a musical instrument is an exception to this.

The Local Advisory Board has the discretion and freedom to determine its own charging policy for musical tuition in curriculum time. However, any charges made should not result in a net surplus or profit.

## **5. Fee Remission**

It must be possible for those entitled to free school meals, or listed on the Ever6 data under Pupil Premium, to access fee remission. Children in care are entitled to free music tuition.

For families in receipt of Income Support/Family Credit, or in cases of extreme hardship, the Local Advisory Board will consider meeting the costs of board and lodging on residential visits. This will, of course, depend on the funds available for each activity and the amount of voluntary contributions forthcoming.

For families in receipt of Income Support/Family Credit, or in cases of extreme hardship, the Local Advisory Board will consider meeting the costs of each activity. This will, of course, depend on the funds available for each activity and the amount of voluntary contributions forthcoming.

## **6. Charges for School Meals**

School Meals will usually be charged at the rate recommended by the contracted provider (currently Caterlink). The Local Advisory Board will be informed of the recommended rate before September of each year for their specific approval. The agreed amount will be recorded in the minutes of the Summer Term LAB meeting.

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