



Title: Charging and Remissions Policy

1. Introduction

- 1.1 Buckingham Park Church of England Combined School is a Voluntary Aided School serving the whole community. We aim to provide the highest quality all round education, for each and every child, in partnership with parents, within the context of a Christian community. In short, 'Excellence, through God who strengthens us'.
- 1.2 All our students should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.
- 1.3 The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded above.
- 1.4 The policy identifies activities for which:
 - charges will not be made
 - charges will be made
 - charges may be waived

2. Voluntary contributions

- 2.1 Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to students. All requests for voluntary contributions will emphasise their voluntary nature and the fact that students of parents who do not make such contributions will be treated no differently from those who have.
- 2.2 The law says:
 - If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
 - No child will be excluded from an activity because parents are unable to pay.
 - If insufficient contributions are raised, the trip or activity may have to be cancelled.
 - If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

3. Activities for which charges will not be made

3.1 Charges will not be made for the following activities

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Tuition for students learning to play musical instruments (or singing for groups of more than 4 children) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school;
- Entry for a prescribed public examination, if the student has been prepared for is at the school;
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours
 - if it is part of the National Curriculum, or
 - part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or
 - part of the school's basic curriculum for religious education;
 - Transport provided in connection with an educational trip.

4. Activities for which charges may be made

4.1 Charges may be made for the following activities:

- Activities outside school hours: Non-residential activities (other than those listed in 3.1 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours)
- Residential activities during school time: Board and lodging costs (but only those costs) of residential trips deemed to take place during school time, However students whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs.
- Residential trips outside school time: Residential trips deemed to take place outside school time (other than for those activities listed in 3 above).
- Music tuition: Music tuition for individuals or groups of up to 4 students.

4. Charges for additional activities

4.1 It is the policy of Buckingham Park CE Primary School that charges may be made as indicated below. Parental agreement will be obtained before a charge is made.

4.2 Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision.

Activity or thing which will or may be charged for	Notes	Remitted or help Available
Charges may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them	Eg. A clay model – a charge to cover the cost of the clay.	None
Charges will be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual student or groups of up to four students	None
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for children eligible for a free school meal
Extra-curricular activities (for example ICT club)	The cost will be kept as low as is practicably possible when provide through school (most activities are offered free of charge). Where the activity is paid directly to an external provider, the charge made by the school will not exceed the charge made by the provider.	None

5. Remissions

- 5.1 In order to remove financial barriers from disadvantaged students, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

6. Families qualifying for remission or help with charges.

- 6.1 If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Remission will be given where a child is eligible for a free school meal.

7. Additional considerations

7.1 The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We will establish a system for parents to pay in instalments for residential visits
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against students from families on lower incomes and we will avoid that method of selection