



*Building Happiness & Success*

## Charging and Remissions Policy

<b>Policy Approval</b>	
<b>Version</b>	<b>V1.1</b>
<b>Committee</b>	<b>Finance &amp; General Purposes</b>
<b>Date of meeting</b>	<b>02/02/2020 – (Review - no change)</b>
<b>Frequency of Review</b>	<b>Annually</b>
<b>Next Review Date</b>	<b>Jan 2022</b>

## 1. Introduction

- 1.1 This policy covers charges made by the School to parents for pupils' school activities in accordance with the 1996 Education Act. There is a separate Lettings Policy to cover the charges made by the school to hirers for letting the school premises
- 1.2 All education during school hours is free, with the exception of individual or group music tuition. We do not charge for any activity undertaken as part of the National Curriculum. The school requires a voluntary contribution for school visits and visitors to the school who work with classes (such as theatre groups).
- 1.3 There are no compulsory charges for materials for any of the practical activities in school, such as cookery, pottery or model making.

## 2. Voluntary contributions

- 2.1. When organising school trips or visits that enrich the curriculum and educational experience of the children, the School invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel an activity. If the activity goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2.2. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we still allow the child to participate fully in the trip or activity. Sometimes the school pays the additional costs in order to support the visit. Parents have a right to know how each trip is funded and the school will provide this information on request.
- 2.3. The following is a list of some of the additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:
  - 2.3.1. Visits to educational sites beyond the school boundary, including residential trips.
  - 2.3.2. Visitors to the school related to educational activities
  - 2.3.3. Sporting activities outside the school day which require transport expenses
  - 2.3.4. Musical activities
  - 2.3.5. Parents in receipt of the following benefits will be exempt from paying the costs of any board and lodging for residential trips:
    - Income Support
    - Income Based Job Seeker's Allowance
    - Child Tax Credit
    - Support under Part VI of the Immigration & Asylum Act 1999
    - Employment & Support Allowance

## Bentley Heath Church of England School

- Guaranteed Element of State Pension Credit

### **3. Music tuition**

- 3.1. All children study music in class, as part of the normal curriculum. We do not charge for this.
- 3.2. The School chooses to buy an additional package of support from peripatetic music teachers, currently employed by the LEA, to offer a range of musical instrumental tuition, either individually or in small groups.
- 3.3. A charge to cover the full cost of the optional individual or small group instrumental tuition is required (as this is not part of the National Curriculum). We collect this as an annual payment based on the number of lessons offered to the pupils. No refund is due for lessons not attended by the pupil.
- 3.4. We give parents information about the arrangements for additional music tuition when their children start to learn to play an instrument for the first time. This may be at different ages and stages depending on the appropriate starting point for learning an instrument.
- 3.5. The School's policy is not to make a profit from these parental contributions.

### **4. Swimming**

- 4.1. The school currently organises swimming lessons for all children in Y4, according to their ability to swim. There is a legal requirement for schools to provide pupils with the opportunity to learn to swim and this is provided without charge.

### **5. Residential visits**

- 5.1. When the school organises a residential visit in school time or mainly school time, we ask parents for a voluntary contribution towards the full costs for board and lodging. When a residential visit is organised mainly outside of school time parents are asked to pay the full costs for board and lodging. The School always gives details of a payment plan, which gives parents the option to make staged payments, with the final balance due before the trip takes place.
- 5.2. These payments will include the costs of the activities involved and travelling expenses.
- 5.3. If we do not receive sufficient voluntary contributions, and the costs cannot be met from the school budget, we may cancel the visit.
- 5.4. We take all reasonable steps to ensure that no pupil is prevented from attending a residential visit for financial reasons.
- 5.5. The School does not make a profit from any school trip, and we always issue refunds to the parents once all the expenses have been paid, if their contributions exceed the full cost of the trip.

**6. Adoption and Review of Policy**

6.1. This policy was approved by the Finance Committee on 2<sup>nd</sup> February 2021. It may be amended at any time, but in any case it will be reviewed annually. .