

Burton Leonard Church of England (VC) Primary School



CHARGING & REMISSIONS POLICY 2022-2025

This policy takes guidance from the DFE document – ‘Charging for School Activities’ May 2018. This Policy will be reviewed every three years and will be adjusted in line with new Government or Local Authority recommendations. It sets out the School’s position on charges, remissions and lettings.

Voluntary Contributions and Responsibilities of Staff

The School will invite parents and others from time to time to make voluntary contributions to enable the provision of activities and visits which may not otherwise be possible. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. The Governing Body or Headteacher will make it clear to parents that there is no obligation to make any contribution. No student will be excluded from an activity because his or her parents are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund a visit, it may not go ahead. Staff organising visits will make this clear to parents.

Activities outside of normal lesson times and not within the National Curriculum (ranging from visits abroad to school matches) are classed as ‘optional extras’. Parents may be asked to meet the full cost of these activities. In the case of residential experiences, every effort will be made to offer value for money but the cost might be quite high. The School will do its best to offer assistance or remission of charges in any case where there is hardship. For activities during normal School hours and/or within the National Curriculum, parents may be asked to make a voluntary contribution to cover the cost of the activity to enable it to go ahead. Such visits are likely to include visits to museums and galleries for Art, and theatre trips in English and Drama. When making requests for voluntary contributions to School funds, parents will not be made to feel pressurised into paying as it is not compulsory. Charges and contributions should cover the anticipated costs. Parents will be asked to meet the costs of private music tuition in full, where tuition is given either to an individual student or to students in small groups. General fundraising and sponsorship may be used to permit additional activities.

Charging Structure

For residential courses during the time of normal School hours, parents can be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards any travel expenses. The School will do its best to offer assistance and remissions in any case where there is hardship. Parents may be charged for some or all of the cost of damage to School property where this has been intentional. Parents will be expected to meet some or all of the cost for replacing lost or damaged books or equipment. The prices set will be based on their cost to the School of supplying such items.

Activities and Visits

Parents should be informed of the decision to ask for contributions at the planning stage of activities. Planned activities may be cancelled if financial support is not forthcoming. Parents may be asked to make a voluntary contribution towards activities taking place during School time, or towards activities which are a necessary part of the National Curriculum, or towards activities that form part of the School's basic curriculum for Religious Education. Parents will be asked to meet the full cost of optional extra activities that occur outside of normal School hours, where these activities are not a necessary part of the National Curriculum. Parents will be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards travel expenses for residential visits which fall, in the main, during normal School sessions.

In cases where a small proportion of the activity takes place during School hours, the charge will include the cost of alternative provision for those students who do not wish to participate. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Music Tuition

The law states that all education provided during school hours must be free, but music lessons are an exception to this rule. Charges may now be made for teaching either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s).

Adopted Autumn 2022

Amanda Tounson

Next review Autumn 2025

