



Brookside Primary School Policy on charging for and remissions for school activities

Brookside Primary school believes that all our pupils 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 pupils taking full advantage of the opportunities.

Sections 449-462 of the Education Act 1996 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 at the end of the document.

This policy should be read alongside the Charging for School Activities (DfE guidance) May 2018 and the School Uniform Policy.

1. The policy identifies activities for which:

- **voluntary contributions may be requested;**
- **charges will be made;**
- **charges will not be made;**
- **charges may be waived.**

2. Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law states:

If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset.

No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

If insufficient contributions are received, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will still be given an equal chance to go on the visit.





3. No charges will be made for:

- a) An admission application to any state funded school;
- b) Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- c) 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 pupil is being prepared for at the school, or part of religious education;
- d) Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum;
- e) Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- f) Examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school;
- g) Education provided on any trip that takes place during school hours (see 4a);
- h) Education provided on any trip that takes place outside school hours (see 4a)
 - a. if it is part of the National Curriculum, or
 - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - c. part of religious education;
- i) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- j) Transport provided in connection with an educational visit.

4. Charges may be made for:

a) Activities outside school hours;

Residential and non-residential activities (other than those listed in Section 3 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). (See Section 9)

This includes extended day services offered to pupils (for example breakfast club and after school club)

b) Residential visits during school hours;

The board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see





remissions policy below) will be exempt from paying some or all of the cost of board and lodging.

c) Music tuition;

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils. This usually applies for lessons provided at the request of the parent. *At Brookside this music tuition is provided by Oxfordshire Music Service who handle all booking and payments.*

At Brookside further music tuition is provided by RockSteady and this takes place during the school day. All bookings and payments are handled by RockSteady.

d) Equipment;

Any materials, books, instruments, or equipment, where the child’s parent wishes him or her to own them;

e) Optional Extras.

Charges may be made for some activities that are known as optional extras.

These include

- education provided outside of school time that is not part of the national curriculum
- transport not for educational reasons
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (breakfast club, afterschool club)
- extended extra curricular activities such as science club (payment is made directly to the company providing the club)
- any club which uses Brookside as a venue, but their service is not provided by the school – for example Stagecoach Bicester, Jujitsu and Taekwondo.

When any trip is arranged parents will be notified of the policy for allocating places. This should recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.

It is the policy of Brookside Primary school that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activity or items which will or may be charged for	Notes	Charged or voluntary contribution
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Charges may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them</i>	E.g. A clay model – a charge to cover the cost of the clay.	Charged
Charges will/may be made for music tuition provided by the OCC Music Service or RockSteady, where parents have opted for music tuition beyond that delivered as part of the school's curriculum; or where music tuition is extended	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 pupil or appropriate groups	Charged
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission may be available for children who are eligible for Pupil Premium
Charges may be made for any after school clubs where specialist equipment or resources are required.	The charge will not exceed the actual cost	Charged
Charges will be made for breakfast and after school clubs run by the school	The charge will be as advertised in the information pack provided to parents on enrolment.	Charged
Workshops, speakers, visiting authors and artists etc to enhance the curriculum	Such opportunities are typically subsidised from the school budget, for example circus skills or dance. The contribution requested will not exceed the actual cost of the event.	Voluntary Contribution
Trips and visits to enhance the curriculum and provide first-hand experience	Such opportunities are typically subsidised from the school budget, for example museum visits, historic builds etc. The contribution requested will not exceed the actual cost of the event.	Voluntary Contribution

5. Remissions

In order to remove financial barriers from pupils, 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 policy sets out the circumstances in which such charges will be waived.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Children entitled to Free School Meals and Pupil Premium will qualify for remission. Remissions may be available for children we care for in liaison with the allocated social worker.

6. Is a school visit in or out of school time?

When any visit is arranged, parents will be notified of the policy for allocating places.

If the number of school sessions on a school visit is equal to or greater than 50% of the number of half days spent on the visit it is deemed to have taken place during school hours (even if some activities take place in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

7. Additional considerations

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 have established a system for parents to pay in instalments which will aim to avoid December and January payments
- 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 pupils from families on lower incomes and we will avoid that method of selection.

8. Refunds

Requests for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred. For example if a deposit has been paid for a visit and this is not going to be refunded by the venue to the school then the school may not be able to provide a refund.





In all cases of withdrawal, either voluntarily or otherwise, applications should be made by email to the school office. If approved, refunds will be processed via ParentPay.

If a child is not able to attend school on the day of the visit, refund will be made if the cost is recouped from the venue. If Brookside is not provided with a refund then a refund may not be possible.

9. Damage to property and breakages

Where school property has been willfully or recklessly damaged by a student or parent the school may charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

Signed by:

_____	The Chair of Governors	Date:
_____	Headteacher	Date:
_____	School finance officer	Date:

Example wording for letters





Example of letter about Residential Visits (half or more sessions taking place in school time)

The total cost of this visit is £290.

As defined by DfE Charging for school activities guidance, most of this residential visit is taking place during school sessions. Accordingly, we are asking parents/carers to make a payment of £190 for board and lodging and a voluntary contribution of £100.

There is no obligation to make voluntary contributions and no child will be excluded from the visit but it will be necessary to have substantial voluntary contributions for the visit to go ahead. The activity may be cancelled due to a shortfall in contributions.

With regard to board and lodging, in case of financial hardship or if you are receiving means tested benefits, please write to the school for the attention of the headteacher and mark it as private and confidential. You will then be contacted to discuss arrangements in confidence.

Example for a letter about Day Visits (half or more of the visit taking place during school hours including any travelling. School hours do not include the midday break)

As defined by the DfE Charging for school activities guidance, this visit is taking place during school hours. Accordingly, we are asking parents/carers to make a voluntary contribution of £xx.

There is no obligation to make voluntary contributions and no child will be excluded from the visit but it will be necessary to have substantial contributions for the visit to go ahead. The activity may be cancelled due to a shortfall in contributions.

Example letter for visits





Dear Parents,

Visit to -----

On ?? May 2023

Children in ?? will be visiting ?? as part of the learning they have been completing on ??

Please find below details of the visit;

Location of visit	
Date of visit	
Timings of visit	Pupils to arrive at school by 8.45am Pupils will return to school by 3pm
Educational outcomes for the visit	<ul style="list-style-type: none"> • ?? • ?? • ??
Parental contribution towards the visit	£?? This payment includes coach travel, the visit and insurance for your child.
Date for payment to be made by / in instalments due on	??
Lunch/snack	Children will need to bring with them a packed lunch on the day of the visit. Should your child require a school lunch to take on the visit please email the school office by <i>Date (at least two weeks before the visit)</i> ordering either a ham, cheese or tuna sandwich for your child. For children who are eligible for universal infant free school meals or free school meals this will be funded by the School.

As defined by the DfE Charging for School Activities guidance, this visit is taking place during school





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hours. Accordingly, we are asking parents/carers to make a voluntary contribution towards the visit. There is no obligation to make voluntary contributions and no child will be excluded from the visit but it will be necessary to have substantial contributions for the visit to go ahead. The activity may be cancelled if we do not have a contribution from parents and carers due to a shortfall in contributions.

Payment should be made through ParentPay for this visit. Please ensure that payment of the contribution is made by the date above. Consent should be provided by parents on ParentPay for your child to attend the visit.

Should you have any questions about the visit then please speak to your child's class teacher.

Yours sincerely,

