



New Scotland Hill Primary School and Nursery

Enjoying living and learning together

CHARGING AND REMISSIONS POLICY

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	Print name	Signature	Date
On behalf of the Head Teacher	Mr S Cotterill Head Teacher		
On behalf of the Governing Body	Mr D Abbott Chair of Governors		

POLICY ON CHARGES AND REMISSION OF CHARGES

- The Governing Body will expect all activities wholly or mainly outside school session time not to incur a cost to the school budget unless the Governing Body has been consulted and decided otherwise.
- The Governing Body may ask for voluntary contributions for school activities that are either wholly or mainly in the school session time and incur a cost to the school that is over and above the normal day to day expenditure.
- All charges or requests for voluntary contributions must comply with the law.

ADMISSION

No charge is to be made for statutory aged pupil admission into any Bracknell Forest Borough Council school.

NURSERY

The school runs a nursery class for children over the age of three years. The nursery offers both Universal and Extended places that are funded by the government for children the term after their third birthday.ⁱ

The nursery may be able to offer additional sessions that are not government funded and will make a charge of £18.00 each 3 hour session in the following circumstances:¹

- i) Children who attend the nursery over 15 hours a week (Universal entitlement) and are not eligible for Extended Entitlement funding (between 15 and 30 hours).
- ii) Children who join the nursery during the term, after their third birthday, but are not eligible for government funding until the start of the following term.

EDUCATION DURING SCHOOL HOURS

With very few exceptions a charge for education is unlikely to be legal. Where an activity is required to fulfil statutory duties relating to the National Curriculum or to religious education, then charges may not be made for tuition, materials or transport. This includes out of school activities, and transport to swimming or other sports facilities.

No charge will be made for materials to be used in craft and home economics lessons, although a charge may be levied if parents have indicated in advance that they wish to own a finished article. Any charge will not exceed the cost of materials. Alternatively the parent may be required to provide the materials in question.

The only area of school curricular provision for which a charge may be made is vocal and instrumental music tuition for individual pupils or groups of any size, provided that the tuition is at the request of the pupil's parents. Charges may not exceed the cost of the provision, including the cost of the staff who provide tuition. However, charging may not be

ⁱ Depending on sessions being available we may be able to offer places to children from the day after their third birthday, however a charge of £18.00 for each session will be made until the child is entitled to funding (term after their third birthday).

made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

‘School hours’ are those in which the school is actually in session, not the break in the middle of the day.

A non-school organisation which arranges an activity to take place during school hours may charge parents who want their child to join the activity. Parents wishing their child to participate in the activity must obtain the school’s permission for their absence from school.

CHARGES FOR OUT OF SCHOOL ACTIVITIES

An activity that takes place outside school hours cannot be charged for if it is required to fulfil statutory duties relating to the National Curriculum or to religious education. Any other activity which takes place wholly or mainly outside school hours, both day and residential, is defined as an ‘optional extra’ activity and can be charged for.

Charges for ‘optional extras’ outside of school hours may include:

- travel, board and lodging for pupils
- materials, books and equipment
- entrance charges to facilities
- staff costs – both support and teacher costs (where a teacher/instructor has been engaged specifically to provide the activity. These teachers should be given a separate contract to provide the optional extra.)
- insurance

With an ‘optional extra’:

- Parents can choose whether their children attend or not;
- No profit can be included from any charges made – it is to be based on the actual cost of the activity divided by the number of pupils taking part;
- Charges on some cannot be used to subsidise others i.e. the cost will not include a share of the cost of any remissions – if further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fund-raising;
- A charge cannot be made for alternative provision for any pupils not attending.

For day activities, if most of the time spent is during school hours then the activities count as taking place entirely within school hours and no charge may be made. If most of the trip is outside school hours then a charge is allowed. Only the element of travel that takes place during school hours may be counted as part of the activity.

For residential activities, a trip counts as falling within school time if the number of sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity. Each school day is normally divided into two sessions and each 24 hour period is divided into two half days beginning at noon and midnight.

The Governing Body will decide if a charge is to be made.

DAMAGE TO PROPERTY

The Governing Body reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

VOLUNTARY CHARGES

Voluntary contributions in cash or kind may be made for activities taking place during or outside the school day. However, no child is to be excluded because his/her parents/carers did not contribute to funds. It is permissible to warn parents in advance that unless a majority is willing to make a contribution, the activity will not take place.

REMISSIONS

The Governing Body does not wish to see any child disadvantaged by virtue of the fact that their parent(s) are unable to pay. The Governing Body will consider remitting any charges for pupils who meet the criteria as currently in force to determine free school meal eligibility. Parents should be reminded of such eligibility through regular school letters referring specifically to the claiming of free school meals.

Where applicable, the Governing Body will explore other areas of funding support for such children – eg. local charitable.
