



Brooksward School

## Charging and Remissions Policy

Date adopted : March 2023

To be reviewed: March 2024

Signed by \_\_\_\_\_  
Jen Swain, Executive Headteacher



*We believe in the development of open and enquiring minds; enabling everyone to achieve the very best they can in everything they undertake.*

## Charging and Remissions Policy

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. The following Charging and Remissions Policy has been developed from this and additional guidance provided for Heads and Governing Bodies (2009).

1. A charge will be made for any activity which the School arranges and for which a charge may be made as set out in the Education Acts, where the activity takes place wholly or mainly outside the school session time.
2. The school may levy a charge for peripatetic tuition in playing any musical instrument, where the tuition is provided individually or to a group.
3. Charges will be made to cover the costs of ingredients for **cooking** and materials for finished **design and technology work** where parents have indicated that they wish for the finished article to be taken home. This includes extra-curricular activities.
4. The School may charge for optional activities provided outside school hours. Participation in any extra optional activity will be on the basis of parental choice and a willingness to meet the charges.
5. Parents will be required to meet the **full cost of breakages or damage to school property and buildings** as a result of their child's misbehaviour.
6. A charge will be made for the loss or damage to school books taken home.

### 7. Swimming

The school organises swimming lessons for children in Year 3. These take place in school time and are part of the National Curriculum. There is currently no charge for these activities. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

## 8. After School Clubs and Breakfast Club

The school organises a variety of After School clubs between 3.15 and 4.15pm each day and there is a nominal charge for these. The school also runs a Breakfast Club for up to 50 children each morning. Again, the school makes a nominal charge per day for this club for all children except where a parent is in receipt of one of the following prescribed benefits or allowances:

- Income Support
- Employment and Support Allowance – Income related
- Income Based Job Seekers Allowance (NOT Contribution Based JSA)
- Child Tax Credit only (with a combined family income of less than £16,190 per annum as assessed by HM Revenues & Customs) **Please note, anyone receiving Working Tax Credit, regardless of income, will NOT qualify.**
- National Asylum Seekers Support (NASS)
- Guaranteed Element of Pension Tax Credit
- Universal Credit

If a parent is in receipt of one of the above benefits, their child's Breakfast Club place will be fully subsidised through Pupil Premium funding.

## 9. School Visits and Journeys

School Visits and Journeys fall into two main categories:-

- Day visits
- Residential Visits with at least one night overnight stay

### Day Visits

Where the visit takes place wholly within normal school hours, parents will be asked to make a voluntary contribution to cover the costs. Parents are not obliged to make a contribution and pupils will not be excluded through inability or unwillingness to pay. However the visit can only go ahead if there are sufficient contributions to cover the costs. If the pupil is registered to receive Pupil Premium funding, the cost can be fully subsidised.

### Residential Visits

Where the visit takes place 50% or more out of school hours, parents will be charged for the full cost. Parents who can prove they are in receipt of the following benefits may apply in writing to the Headteacher to have remission of the charge of up to 50%

- Income Support
- Employment and Support Allowance – Income related
- Income Based Job Seekers Allowance (NOT Contribution Based JSA)
- Child Tax Credit only (with a combined family income of less than £16,190 per annum as assessed by HM Revenues & Customs) **Please note, anyone receiving Working Tax Credit, regardless of income, will NOT qualify.**
- National Asylum Seekers Support (NASS)
- Guaranteed Element of Pension Tax Credit
- Universal Credit

All applications will be treated in absolute confidence and the Headteacher will respond to them in writing.

**Although no child will be excluded from any activity through a family's inability or unwillingness to pay a voluntary contribution, the school will require sufficient funds to cover costs and if this is not possible activities will have to be cancelled.**