



# Brackenhill Primary School

## Charging and Remissions Policy



### Our School Vision



At Brackenhill, success is for everyone. Whether you are a mighty Oak or a tiny acorn, you can achieve and become anything you want to be. No matter what part of the journey you join us on, we will support you every step of the way and nurture your growth to help you reach your full potential. By providing you with opportunities that inspire and ignite your curiosity, we will water your thirst for knowledge to instil within you a love for learning so that you may flourish.

No matter what the weather, rest assured you will never be left alone and there will always be somebody to shelter you. Whether you are a creative rose, a curious daffodil, a content sunflower or a cheeky dandelion, at Brackenhill Primary, you will be able to blossom within our colourful and vibrant garden. You will grow with others around you on fertile ground to create a better world for everyone rooted in respect and kindness. No matter where you disperse, you will take your seeds of knowledge with you, offering them to gardens all around the world, knowing you will always have a place at Brackenhill.

**Approved by:** Julie Hields (Chair of Governors)

**Date:** December 2023

**Last reviewed on:** 06.12.2023

**Annual review due:** 06.12.2024

### **Objectives:**

- To make clear what will be provided without charge and what will be offered with a charge being made.
- To clarify what is meant by any request for voluntary contributions.

### **Legislation and Guidance:**

- This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

### **Definitions:**

- Remission: the cancellation of a charge which would normally be payable.
- Charge: a fee payable for specifically defined activities.

### **Roles and Responsibilities:**

- The Governing Body - Has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.
- The governing board also has overall responsibility for monitoring the implementation of this policy.
- In our school, responsibility for approving the charging and remissions policy has been delegated to the Full Governing Body.
- The Headteacher - Is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.
- Staff - Are responsible for implementing the charging and remissions policy consistently and notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.
- The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.
- Parents - Are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

### **Strategies**

- No charge will be made for admitting pupils to school except for additional Nursery provision (see below).
- Transport or admission costs for swimming lessons during school hours will be met by the school.
- The school may request voluntary contributions towards the cost of some activities planned during school hours.
- Where parents are asked to make a voluntary contribution towards the cost of an activity which takes place during school hours, or to school equipment or school funds, the contribution will be genuinely voluntary. Pupils of parents who are unable or unwilling to contribute will not be discriminated against.
- For school trips a mileage rate of 40p per mile, per minibus, for the return trip to the destination, will be applied and the total cost will be included in the calculation and apportioned between the pupils attending the trip
- Carpark fees for the school minibus will be included in the calculation and apportioned between the pupils attending the trip.
- When there are insufficient voluntary contributions to make an activity possible, and it is not prudent to draw funds from another source the activity/trip will be cancelled.
- On residential trips that take place wholly, or mainly, during school hours, the school will charge for the cost of board and lodging at the actual cost of the provision.
- Children whose parents are in receipt of some specific support payments will, have a free school lunch entitlement, when they are on a trip which is over lunchtime.
- Where the school provides a musical instrument and book (e.g. recorder) for music tuition in school, the school does not charge for this. However, if parents wish their child to take home

and keep the instrument at the end of the year there will be a reduced charge in order to replace the book and instrument for the next cohort.

- Where visits to places of worship take place to support the Religious Education Curriculum will be paid for by the school.
- A charge will be made if pupils lose books or damage school equipment or property. During the music tuition year music books or recorders that may be taken home will be charged for at face value if they are lost or damaged.
- The school will charge for specified clubs such as breakfast, after school and sports clubs. (Breakfast Club charges are contained in a separate policy).
- After school and sports clubs are currently charged at £2.00 per session, per pupil. Sessions run between 3.25pm – 4.15pm. Charges are kept to a minimum and where funding allows, will be subsidised by grants and/or donations.
- To secure their child's place on an after-school or sports club, a parent/carer is required to pay in advance via Parentpay for a half term block of sessions.
- If a child is absent/ill for a session, there is no refund for this session.
- If a session is cancelled by the school, a refund will be provided to a parent/carer via their Parent Pay account.
- After-school and sports club charges are calculated taking into account the actual cost of staffing, external providers and building expenses. These charges determined by the governing board and reviewed in July each year. Parents/carers will be informed of the charges for the coming year in September each year.
- Each half term the Deputy Head will offer one quarter of after school and sports clubs places to children in receipt of free school meals.
- Additional Nursery provision (beyond the first 15hrs) is available but is charged for:

**Nursery Education (Red Apples (AM) & Green Apples (PM))**

Mon – Fri AM Session 8:30am – 11:30am (15 hrs)

Mon – Fri PM Session 12:30pm – 3:30pm (15 hrs)

**30 hrs allocation (TTO)**

Mon – Fri 8:30am – 3:30pm

- For parents/carers accessing their 30 hour entitlement (6 hours), Brackenhill Primary School require an amount of £1.50 per day to cover the cost of staffing for lunch (11:30am – 12:30pm). Parents/carers are to provide children with their own lunch time meals from home.



# Brackenhill Primary School

## Extended Nursery Provision Over and Above A Free Entitlement-Charges:

- Additional AM Morning Session – 8:30am – 11:30am - £19.50  
(Subject to availability)
- Additional AM Morning Session (Inc. lunch) – 8:30am – 12:30pm - £21.00  
(Subject to availability)
- Additional PM Afternoon Session – 12:30pm – 3:30pm - £19.50  
(Subject to availability)
- Additional PM Morning Session (Inc. lunch) – 11:30am – 3:30pm - £21.00  
(Subject to availability)
- Hourly Rate for 3+ children - £6.50 per hour

*Please also note that children with funded hours will always be given priority regarding Nursery places over fee paying parents in the first instance. Additional chargeable sessions at Nursery will **only** be offered to parents/carers following the first half term break in October. This is to provide parents/carers of children with funded hours ample time in which they may take up a Nursery place.*

## Accepted Methods of Payment For Nursery Provision:

We accept the following methods of payment for our paid provision:-

- Cash / Cheque
- Childcare Vouchers
- Working Tax Credits
- Learner Support Fund from Universities & Colleges

## Cancellation of Nursey Provision:

- Please note we require 4 weeks notice for any cancellations or changes (reducing paid hours) to our paid provision bookings, this must be done in writing.
- You may be asked to pay a fee where sufficient notice has not been received to cover the cost until the place has been filled.

## Outcomes:

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the LA and that it will meet the requirements of the law.

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| <b>Approved by:</b>        |               | <b>Date:</b> December 2023 |
| <b>Last reviewed on:</b>   | February 2023 |                            |
| <b>Next review due by:</b> | July 2024     |                            |