



**BROADWAY  
FIRST SCHOOL**  
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# Charging and Remissions Policy

	Date	Signed
<b>Staff agreement:</b>	N/A	
<b>Governor agreement:</b>	12 December 2022	Finance and Premises Committee
<b>To be reviewed:</b>	December 2025	

# **Charging and Remissions Policy**

## **AIMS**

The basic principle governing the making of charges is that no charge shall be made for the provision of education to a registered pupil at a maintained school during school hours. There are, however, a number of specific exceptions to this general rule. The governors wish to ensure that all children have full access to all areas of the life of the school, regardless of the parents'/carers' ability to pay.

## **OBJECTIVES DURING THE SCHOOL HOURS**

Of the activities organised by the school during school hours, parents only have to pay for the following:

- Tuition provided by outside personnel (e.g. music lessons)
- The board and lodging element of all residential visits.

## **OUTSIDE THE SCHOOL HOURS**

Charges may be made for optional courses or activities which fall wholly or mainly outside school hours. This cannot include any activity which is required by the National Curriculum. Charges for such activities may include an element for:

- Travel
- Board and lodging
- Materials, books, instruments or other necessary equipment
- Entrance fees to museums, theatres, etc
- Non-teaching staff
- Insurance

Please note that the Wraparound Club is deemed to be outside school hours and therefore incurs a charge.

## **IMPLEMENTATION**

### **VOLUNTARY CONTRIBUTIONS**

The school may seek voluntary contributions for activities such as swimming, some art activities, visitors in school and visits off the school site. Parents will be informed that the following will apply:

- Such contributions are voluntary
- All pupils will be treated equally, whether parents have made a contribution or not
- An activity may not take place if there is insufficient financial support.

### **REMISSIONS**

Pupils whose parents/carers receive income support, working families tax credit, job seekers allowance or disabled persons tax credit may be entitled to remissions of charges. The Headteacher and governors will consider sympathetically parents' requests for help with charges and will do their best to remit those they feel able to from the Pupil Premium budget (i.e. any child that attracts this funding) or from charitable funds (for pupils that do not attract pupil premium funding). Any discussions with parents about the remission of charges, or decisions made, will be confidential.

Contributions for entrance fees are refundable if any child is absent on the day of the visit. Coach fares cannot be refunded.

### **CALCULATING CHARGES**

When charges are made for an activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no additional levy to support those who can't or won't pay.

The principle of best value will be applied when planning activities that incur costs to the school and/or charges to parents.