



St Bartholomew's Primary School Charging and Remissions Policy

Rationale

The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

Definition

The school day is defined as 8.55am to 3.30pm. The midday break does not form part of the school day.

Policy Statement

During the school day all activities that are a necessary part of the National Curriculum will be provided free of charge. However, there may be occasions when the school will ask for voluntary contributions with regards to national curriculum activities and we rely on parent/carers goodwill to help subsidise some of these activities such as swimming so that the limited school budget goes further. Voluntary contributions will be sought for activities during the school day which will entail additional costs, i.e. off-site trips or onsite workshops or activities that act as an enrichment to our topics. In these circumstances no pupil will be prevented from participating because his/her Parent/Carers are unable to or unwilling to make a contribution. In the event of insufficient voluntary contributions it may be necessary to cancel the planned activities.

Optional activities outside the school day

When optional extra activities are provided by outside groups or companies outside the school day and take place within or outside the school grounds, parents will have to pay the full cost of the club direct to the company in order to gain a place for their child. However, there may be the option to subsidise this for pupils who are, or have been entitled to free school meals.

Residential School Journeys

Charges will be made for residential trips. However, where the parent of a pupil is in receipt of income support or child tax credit with an income of less than £16,190, the Governing body can remit the full cost of board and lodging for any residential activity that it organises for the pupils, if the activity is deemed to take place within school hours, or where it forms part of the syllabus for the National Curriculum. Should this be the case, parents are invited to apply in confidence to the governors via the Headteacher for the remission of charges in part or in full. This is the full list of eligible benefits where a reduced charge can apply:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

It may also be possible for the school to subsidise the cost or apply for grants for all pupils who are, or have been entitled to Free School Meals or who's parents may struggle to meet the costs for other reasons.



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, including those for any staff or volunteers attending, divided by the number of the pupils participating. There may be a subsidy from the school towards the cost. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to Parent/Carers.

Music Tuition

During the school day pupils who choose to participate in small group teaching that is provided by the Brighton and Hove Music and Arts will be charged. Parents are expected to liaise and pay the fees for the lessons direct to the company providing the tuition.

Support with Payment

If at any time a family are going to struggle to make a payment, they are invited to apply in confidence to the Headteacher, Deputy Head or School Business Manager.

Date: February 2019

Review Date: February 2022