



Brodetzky Primary School  
Governing Body Documents



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## **Brodetzky Primary School Policies**

**Policy Name: Charging and Remissions Policy**

**Date Agreed: May 2023**

**Review Date: April 2024**

**Committee Responsible: Resources**

**For website publication:**

## **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## **Responsibilities**

The Governing Body of the school are responsible for determining the content of this policy delegated to the resources sub committee and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

## **School cannot charge for;**

The Governing Body of the School recognise that legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits if the pupil is being prepared for the resit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

## **School can charge for:**

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
  - Travel
  - Materials and equipment
  - Non-teaching staff costs
  - Entrance fees
  - Insurance costs
- Vocal and musical instrument tuition.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam
- Any other education, transport or examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused willfully or negligently by pupils
- Extra-curricular activities and school clubs
- Any extended school activity
- Damage/vandalism/loss to and of school property

## **Remission**

Children whose parents are in receipt of the following support payments will, on addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are;

- 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)
- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16,190
- Guarantee element of State Pension Credit
- An income related employment and support allowance

## **Voluntary Contributions**

When organizing school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the experience. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the experience. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these any differently from others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive: visits to museums, sporting activities which require transport expenses, outdoor adventure activities, theatre visits, school trips, musical events, visiting specialists.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

## **Friends of Brodetsky**

Voluntary contributions will be requested from Parents to cover the cost of providing Jewish and Hebrew Studies and Security provision. The level of these charges will be determined from time to time by Friends of Brodetsky, in conjunction with advice from the head teacher.

## **School Meals**

The Governing Body will determine and publish annually the price to be charged for school meals.