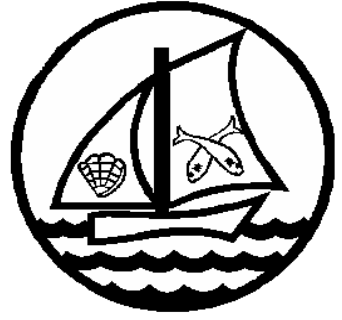


**BRIGHTLINGSEA SCHOOLS  
CHARGING AND REMISSIONS POLICY**



**AIMS**

- We will make appropriate charges or request a voluntary contribution from parents which enables and encourages the development of a wide range of enriching activities.
- We will make appropriate charges on a non-profit basis, to cover the cost of providing the childcare service through our Kids Club and School Nursery and branded school uniform.
- We will make appropriate charges to hire our premises and apply discretionary rates for community group use.

**PRINCIPLES**

- We make no charge for National Curriculum or Statutory Religious Education and related activities in school time.
- We may ask for a voluntary contribution for activities wholly or partly in school time which otherwise would be prohibited by cost. No child will be excluded from any such activity on the basis of non-contribution.
- We provide support towards part or all of the cost of an activity where there are financial difficulties or the family is in receipt of free school meals.
- We may charge where it enables an increase or enriches non-statutory extra curricular provision at any time.
- We support the development of all community groups use of school facilities through a flexible charging approach.
- We offer minimum cost of facilities for non-profit making community activities.
- We raise income for the school from appropriate groups' use of facilities.
- We make a charge to cover the cost of providing child-care for the use of our parents and carers.
- We make a charge to cover the cost of providing child-care over and above the 15 hours or 30 hour 3 year old entitlement.
- We make a charge to purchase items of branded school uniform.

**KEY RESPONSIBILITIES**

**Governing Body**

- We will review and amend the Charging and Remissions Policy every three years.
- We will review annually the charges for supplies and services and will monitor whether actual income is in line with anticipated income in the Summer Term, recommending charges.

## **Headteacher**

- Will be responsible for drafting proposals for charges.

## **Finance Officer / Consortium Manager**

- Will provide effective financial administration enabling efficient budget management by the Headteacher.
- Will manage the letting of school premises.
- Will report to the governing body the effectiveness and application of the Charging and Remissions Policy.

## **Office Staff**

- Will maintain accurate records and information of any charges or remissions made.

## **ORGANISATION**

### **Musical Tuition**

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in a group of up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

### **Voluntary Contributions**

Although we do not charge for most of our school-time activities, occasionally we invite parents to make a contribution to make school funds go further. If a particular activity cannot take place without some help from parents, this is explained to parents during the planning stage. The essential point is that no pupil will be left out of an activity because his/her parents cannot or will not make a contribution of any kind. It may be necessary to state that the activity will not take place if parents / carers are reluctant to support it. Contributions must, however, be genuinely voluntary. The terms of any request for contributions must be made clear:

1. that there is no obligation to contribute; and
2. that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

There is no limit on the level of voluntary contribution, which parents or others can make to school activities nor is any restriction placed upon the use, which can be made to such contributions. A request for a contribution towards the cost of a particular activity could, for example, include the cost of travel for accompanying

adults. Alternatively, parents could be asked to contribute toward part of the cost at the time of the visit or activity, and the rest could be met from the proceeds of general fund raising.

Parents who have contributed voluntarily may have a refund if their child is unable to take part in the trip through illness.

### **Residential Trips**

Schools are permitted to charge for the cost of board and lodgings during residential school trips. This must not exceed the actual cost of the provision.

### **Freedom of Information Act**

The school may make a charge to cover costs resulting from requests of information about the work of the school and also requests for personal information i.e. pupil records (subject access requests). Cost relating to the provision of information are contained within the Freedom of Information Policy, available from the school office.

### **Damage to School Property**

Parents and Community Groups are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children or users. This includes school reading books lost or damaged.

### **Letting of Premises**

The annual charges are set at the Spring Term Governing Body meeting. The conditions of hiring and booking are laid down in the contract.

### **School Uniform**

The cost of school uniform will be evaluated at least annually and will reflect the direct cost of purchasing from our suppliers.

### **Brightlingsea Out of School Club**

Charges for providing breakfast, after-school and holiday child-care provision will be evaluated annually during the Spring Term. Parents and Carers using the service will receive three months notice of any changes to the fee schedule.

### **Brightlingsea Nursery**

Charges for providing additional sessions, breakfast, after-school and holiday child-care provision will be evaluated annually during the Spring Term. Parents and Carers using the service will receive three months notice of any changes to the fee schedule.