



‘Releasing the Potential Within All’

## **Charging and Remission Policy**

### **Introduction**

The Governing Body of Beehive Lane Primary School recognises the valuable contribution that the wide range of additional activities, including outings, clubs and residential visits can make in enhancing and enriching the curriculum.

In general, no charge is made where education is provided wholly or mainly during school hours that are part of the national curriculum. However, some activities would not be possible without the financial support of parents.

### **Voluntary Contributions**

Whenever possible the relevant expenses are met from school resources but if this cannot be done, parents are invited to make a voluntary contribution towards the cost of:

- Any activity which takes place during or outside school hours
- School equipment
- School funds generally

The pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity must be cancelled. Sometimes the school pays additional costs in order to support the visit. Some visits are subsidised by funds from The Friends of Beehive School.

### **Residential Visits**

The governing body reserves the right to make a charge towards board and lodging during residential school visits. The charge will not exceed the actual cost of provision. Where the visit takes place wholly or mainly during school hours, pupils whose parents are in receipt of the following support benefits will, in addition to having a free school meal lunch entitlement, also be entitled to the remission of these charges:

- Qualify (or would qualify if not in receipt of UFISM) on grounds of low income for Free School Meals (not Universal Free Infant School Meals)
- Are Pupil Premium qualifying children (have been in receipt of free school meals on grounds of low income any time during their primary school attendance)

Both of the above groups are in a maintained list at school checked against the government checking facility.

A similar entitlement applies where the visit takes place outside of school hours but it is a necessary part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus is religious education. If the visit takes place outside school hours and does not form part of the above, the school can make a charge for transport.

### **Instrumental Music Tuition**

A charge may be made for instrumental music tuition. Children in care who wish to have instrumental tuition are entitled to free tuition.

### **Swimming**

The school organises swimming lessons for children in Key Stage Two. These take place in school time and are part of the National Curriculum. We request a voluntary contribution towards the cost of engaging a swimming instructor on a contract of service, as distinct from a contract of employment, specifically for this activity. We inform parents when these lessons take place and we ask parents for their written permission for their child to take part in swimming lessons.

### **Charges for 'finished products'**

We may make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where the parents have indicated in advance that they would like their child to bring home the finished product.

### **Optional Extras**

This kind of activity may be charged for where the activity takes place outside school hours. This can include:

Pupil travel costs

Board and lodging

Materials, books and other equipment

Entrance fees to museums, theatres etc  
Insurance costs

### **Breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion. The school will not make a profit from any such payment.

Approved by Governors: July 2017

Review date: July, 2020

Other policies to be referred to in conjunction with this policy:

Educational Visits