

BROOMHILL FIRST SCHOOL

CHARGING AND REMISSIONS POLICY

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered, whilst at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum.

Activities for which charges may be made

Residential Visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. However, there is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers.

Before and After School Activities

Charges will be made for some additional before school activities, such as a Breakfast Club, and some after-school clubs, to cover the costs of provision.

Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This does not include some additional before and after school activities. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

Parents in receipt of -

- Income support
- Income based jobseekers allowance
- Support under part VI of the immigration and asylum act 1999
- Child Tax Credit, providing that working tax credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed state pension

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

Activities for which voluntary contributions may be sought

When organising school trips to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary.

If a parent wishes their child to take part in a school trip, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. We do not treat these children differently from any others. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and 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. These activities are known as 'optional extras'. This list is not exhaustive:

- sporting activities which require transport expenses
- outdoor adventure activities
- visits to or by a theatre company
- musical events.

The school organises swimming lessons for all children in Years 3 and 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents to cover the cost of transport. We inform parents when these lessons are to take place.

If we do not receive sufficient voluntary contributions, we may have to cancel a trip or activity.

Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish information about trips and visits as early as possible
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it may be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.