



Bethersden Primary School

Dedicated to Excellence

Charges & Remissions Policy

April 2021

Date of ratification by the Governing Body:

Date for review: April 2022

Dates of review:

1. Charges for School Activities

The Education Reform Act 1988 clarifies the activities for which charges can be made or voluntary contributions sought.

The Act gives LEAs and schools the discretion to charge for optional activities provided wholly or mainly out of school hours, and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

Bethersden Primary School will operate the following policy on charges and contributions for school activities where such activities involve additional expenditure.

2. Charges

Bethersden Primary School may charge in the following circumstances as allowed by the Act:

(a) The provision of music tuition given to children as individuals or in groups of up to four **except** where it is given to fulfil:

- statutory duties relating to the National Curriculum or
- requirements specified in the syllabus for a public exam

(b) Ingredients and materials for cooking and DT (Design and Technology):

Materials will be charged for, or parents will be required to supply these, if the parents have indicated in advance a wish to own or consume the finished product.

(c) Activities which take place wholly or mainly outside school hours and which are not statutory parts of the National Curriculum: e.g. outings, visits, sports coaching, cycling courses, **after school enrichment activities ('clubs')**.

Charges will be made for all or part of a child's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.

(d) Activities which involve pupils in nights away from home.

Charges may be made for board and lodging. Families receiving pupil premium may receive support for board and lodging charges.

3. Voluntary Contributions

Voluntary contributions will be sought from parents for activities which enrich the normal school curriculum, e.g. outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will clearly state:

- the proposed activity may not take place unless a substantial majority of parents contribute
- children will not be treated differently according to whether or not their parents have made a contribution
- a suggested amount for a contribution to cover costs

4. Remission

It is the policy of the Governing Body:

- To use the Pupil Premium Funding to remit some charges for school activities to parents whose children are in receipt of Pupil Premium Funding
- To look at individual cases where parents have been unable to give a donation
- To agree how to fund shortfalls for activities

5. Other Charges

Private Photocopying/Telephone Calls

The Governors have agreed a 10p charge to be levied for private photocopying (per copy) and telephone calls (at 40p per minute). These will be subject to VAT regulations. These charges are to be reviewed annually.

Income from Sales - Non-profit Making

Some goods may be purchased through the school for the convenience of parents, children or teachers. The school will not seek to make a profit from these sales. Goods in this category include books, book bags, musical instruments.

Income from Sales - Profit Making

Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, PTA or other charity. Goods in this category include school clothing, school photographs, calendars, bring and buy items, etc. which may be subject to VAT.

Income from Donations

From time to time the school may seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

Income from Lettings

The Governing Body set charges made for use of school premises. The charges include actual caretaking costs, insurance and a premises charge.

The school will not charge FOBS (the Friends of Bethersden School) for its activities in the school.

See Lettings Policy for further details.

6. Refunds

With online payments now being the norm, Bethersden Primary School incurs charges when refunding. As a result, each refund will have £2.00 deducted from the refund total to cover the transaction charges.

7. Responsibilities

Authority for day-to-day management of the policy is delegated to the Headteacher who will determine the costs of activities other than those set by the Governors.

The level of charges is a matter for the Governing Body. All charges will include a reasonable element for overheads like electricity, heating, caretaker's overtime, etc.

All staff responsible for collecting income are made aware of the current charge rates and be aware of VAT implications.

The charging policy is reviewed at least every 2 years by the Governing Body.

