



# Batchley First School

## Charging & Remissions Policy 2023

*(Awaiting governor approval)*

### Charging Policy

#### Introduction

This charging policy has been compiled in line with DfES requirements and in accordance with s457 of the Education Act, 1996.

#### School Trips

**Day Trips.** No compulsory charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. *(But, also refer to section 'Voluntary Contributions')*

**Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

**Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, or statutory RE:

- a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

#### Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the

materials used. Books are provided free of charge, but if additional revision guides are made available, an additional charge will be made.

### **Music Tuition**

The school may charge in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of the National Curriculum.

### **Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

For all other activities outside school hours, a charge up to the cost of the activity may be levied.

### **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials); the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **Nursery Additional Hours**

The school provides 15 free hours of nursery provision (provided as 3 hours per day over 5 mornings) for children over the age of 3 years. Any additional afternoons can be provided at a cost of £12 per afternoon (figure same as local Nursery costs). If parents are entitled to a 30 hour funding code, we accommodate this, subject to places being available.

### **Voluntary Contributions**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

## **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee using the lettings policy. For users connected to the school, the charge will be based on the site staff overtime costs. (See [Lettings Policy for more details](#))

## **Other charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

## **Remissions Policy**

If the parent/guardian of a pupil is in receipt of income support, income-based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £13,230), charges in respect of board and lodging will be remitted in full.

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

*Any money owed to school has an impact on the budget and may affect the resources we can provide to all children. We hope that parents understand this and will make every effort to avoid owing the school money.*

**Ratified by Finance Committee –  
Date for review – January 2024**