



**BIRCH COPSE PRIMARY SCHOOL**  
**CHARGING AND REMISSIONS POLICY**

**Version**

Version: 1.2

**Charges**

The school will apply any charges levied by the Local Authority (L.A) for services which it provides and also the remission arrangements which the Authority considers appropriate. The school reserves the right to levy a charge in any circumstances permissible under the Education Act. If a charge is made, it will not exceed the actual cost. If further funds need to be raised (e.g. hardship cases), this will be by voluntary contributions or general fund-raising.

**Voluntary Contributions**

Parents may be asked to make voluntary contributions for the following reasons where the activity is not necessary as part of the national curriculum or religious education:

- a) Visits or journeys organised by the school
- b) Visiting organisations which make a charge for their services
- c) Charitable events.

Although the matter of a voluntary contribution will not be a factor in deciding whether the pupil is allowed to participate in an activity to be financed by voluntary contributions, the school reserves the right to determine whether the level of such contributions is sufficient to enable the activity to take place.

**Remissions**

The School will apply the statutory minimum remissions to any charges which they make: That is in respect of pupils whose parents are receiving benefits as listed below. Any further remission of charges will be at the absolute discretion of the School.

The Head Teacher should advise all parents of the right to claim free activities if they are receiving any relevant benefits:

**Breakages**

The School reserve the right to ask parents to contribute to the cost of replacement items and repairs incurred as a result of breakages, loss or damage to books, equipment, material or fabric of the school other than through normal wear and tear.

**Charging in Kind**

Where parents indicate that they wish to own the finished product of a practical activity they may be asked to provide or pay for the materials, ingredients, equipment etc. involved. No child will be disadvantaged because of a parent's unwillingness to purchase such items.

### **Music Tuition**

- a) The school will not charge for class music tuition provided within school hours where the tuition is an essential part of either the national curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme
- b) Charges may be made for individual or small group musical instrument tuition within school hours, unless it is a requirement of (a) or remission arrangements as described above.
- c) Charges will be made for tuition and musical activities provided outside school hours in one of the County Music Centres, with remission as above.
- d) Charges may be made for tuition outside school hours held within the school.

### **Residential Activities**

Charges may be made for residential activities occurring outside of school time that are not an essential part of the national curriculum, religious education or syllabus for public examination. The charge made will not exceed the cost of the event.

### **Public Examinations**

Parents may be charged for tuition and other costs if a pupil is prepared outside of school hours for an examination that is not set out in Regulations.

An examination entry fee may be charged to parents if:

- a) The examination is on the set list, but the pupil was not prepared for it at the school.
- b) The examination is not on the set list, but the school arranges for the pupil to take it.
- c) The pupil fails without good reason to complete the requirements of any public examination where the school or LA originally paid or agreed to pay the entry fee.

### **Responsible officer**

Full Governing Board

**Date of last review:** 19<sup>th</sup> February 2018

**Dates of amendments:** 1<sup>st</sup> March 2010, 16<sup>th</sup> January 2012, 26<sup>th</sup> February 2015,  
19<sup>th</sup> February 2018

**Date of next review:** February 2021