

# BREDHURST CHURCH OF ENGLAND (VC) PRIMARY SCHOOL

## CHARGING & REMISSIONS POLICY

January 2023

(Review Date: January 2026)



### BREDHURST VISION

To learn and grow through the guidance and love of God

## OUR MISSION STATEMENT

At Bredhurst CE Primary we value diversity and promote equality of opportunity for all.

Religious education should enable every child to flourish and live life in all its fullness. (John 10:10)

It will help educate for dignity and respect, encouraging all to live well together.

## OUR VISION

Our Vision is inspired by Matthew 13 : 31-32, The Parable of the Mustard Seed

*Jesus said, "What shall we say the kingdom of God is like, or what parable shall we use to describe it? 31 - It is like a mustard seed, which is the smallest of all seeds on earth. 32 - Yet when planted, it grows and becomes the largest of all garden plants, with such big branches that the birds can perch in its shade."*

*The theology behind this parable is embedded across all our learning*

## OUR ETHOS

At Bredhurst, we aim to be proactive in helping each child to achieve the key elements to well-being in childhood and later life. These are:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well being

## OUR CORE VALUES

The 'Spirit of Bredhurst' encompasses our core Christian values

- **S**elf control
- **P**erseverance
- **I**nclusion
- **R**espect
- **I**nspiration
- **T**rust

These are displayed in each classroom, the entrance, the hall and the playground and are referred to regularly in Worship and in class lessons.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **CHARGING AND REMISSIONS POLICY**

Governing bodies cannot charge parents and pupils for any activity unless it has drawn up a charging policy and a remissions policy <sup>1</sup>. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which means that pupils who can and do pay may not be charged extra to cover the costs of those who do not pay. Governing bodies must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s). If a school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute. Schools can charge for optional, extra activities provided mainly or wholly outside school hours as long as such activities are not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

*<sup>1</sup> Section 457 of the Education Act 1996 as amended by the School Standards and Framework Act 1998 and the Education Act 2002*

### **CALCULATING CHARGES**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

At the Headteacher's discretion, parents can qualify for support (for example times of hardship or in receipt of income support).

For the purposes of this policy, the school day is defined as:

- Morning 8.55 am -12.30 pm
- Afternoon 1.30pm - 3.30 pm.

### **DURING THE SCHOOL DAY**

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example swimming, school visits, and visitors to the school. In these circumstances, no pupil will be prevented from participating because their parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated differently. If

a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity will be cancelled if not enough voluntary contributions are collected.

From time to time we may arrange an activity during the school day and invite a non-school based organisation, such as a science show or music ensemble. Such organisations may wish to charge parents. Parents may, if they wish, ask the Executive Headteacher/Head of School to agree to their child being absent for that period.

### **OPTIONAL ACTIVITIES OUTSIDE OF THE SCHOOL DAY**

We will charge for optional, extra activities provided outside of the school day, for example after school clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

### **EDUCATION PARTLY DURING THE SCHOOL DAY**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if most of the time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **RESIDENTIAL VISITS**

Charges will be made for board and lodging.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Charges will be remitted for pupils whose parents are in receipt of Income Support, Income based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, or the guaranteed element of State Pension Credit.

### **BREAKAGES AND FINES**

Where intentional malicious damage is caused to property or buildings by a child, and it is clear that it is the fault of a particular child, the Governors reserve the right to charge the child's parents for repairs or restitution (after discussion with the parents).

### **ARRANGEMENTS FOR MONITORING AND EVALUATION**

The governing body will monitor the impact of this policy by receiving financial reports on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.