



# BUGLAWTON

# PRIMARY SCHOOL

*Be the Best We Can*

## Charging and Remissions Policy

**Member of staff responsible:**

**Mr J Norris/Mrs N Catterall**

**Governor Committee:**

**Leadership and Management**

**Date approved by Governing body:**

**Spring term 2016**

**Review date:**

**Spring term 2019**

### **1 Introduction**

**1.1** All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and travel costs.

### **2 Voluntary Contributions**

**2.1** When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient 'voluntary contributions', we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

**2.2** On occasion the school pays additional costs in order to support the visit, usually using grant monies or pupil premium funding or support from the school PTA. Parents have a right to know how each trip is funded. The school provides this information on request.

**2.3** 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:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- residential visits;
- musical events.

The following statement is made in compliance with Section 110 of the Education Reform Act 1988.

With effect from September 1 1995 the Governors' policy for making charges will be in conformity with the Education Reform Act 1988 with Circular 2/89 and subsequent Circulars. Charges will be those permitted under the Act.

'The Headteacher will have discretion to pay from the budget of Buglawton School to assist in the whole or in part any student whose means would not enable them to pay for a particular activity for which charging is permitted.'

### **3 Music tuition**

**3.1** All children study music as part of the normal school curriculum. We do not charge for this.

**3.2** There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music tutors teach individual or small group lessons and make a charge for these lessons. The tutors give parents information about additional music tuition on a termly basis.

### **4 Swimming and Other Activities**

**4.1** The School organises swimming lessons for all children in Year 4. They take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to cover the cost of transport and the hire of the swimming pool. We inform parents when these lessons are to take place.

**4.2** Other related sporting/additional activities, within the curriculum, will be charged to cover the full costs for travel.

### **5 Activities outside the National Curriculum (NC)**

**5.1** Activities lying outside of the NC, and taking place outside school time, will be charged in full.

### **6 General**

**6.1** All charges will be reviewed annually and revised in line with appropriate inflation factors.

**6.2** Where appropriate, VAT will be charged and properly accounted for in accordance with the appropriate VAT regulations.

**6.3** The school may require parents to pay for damage to or loss of school property for which their children are responsible and where reimbursement is appropriate. This will be at the Headteacher's discretion.

### **7 Hiring and Leasing Agreements**

**7.1 Hiring** – Charges are made to cover costs including: caretaking, cleaning, heating, lighting, wear-and-tear etc. The exact hiring charge made will be dependent upon the use of the hire; the area of the site required; and the nature of the hiring organisation – at the Headteacher's discretion (acting as the 'Agent' on behalf of the Governing Body). For a fuller description of the charges, refer to the Lettings Policy.

**7.2 Leasing** – The Governing Body draws up Leasing Agreements with any interested parties, through Cheshire LA Legal Services. The Licence must be agreed, and, be in place, before the leasing period begins. NB. Charges are made in advance of use.

### **8 Freedom of Information Act**

**8.1** Charges are made to cover printing and administrative costs for production of certain information held by the School under the Freedom of Information Act.

## **Signatures**

Headteacher: Mr J Norris

Chair of Governors: Mr G Hayes