



Learning for Life

Fawbert & Barnard's Primary School

School Mission Statement

At Fawbert and Barnard's we are committed to the care and success of every individual in our school community. We aim to educate and develop everyone to become active learners, thus enabling them to become effective, confident, independent members of

CHARGES AND REMISSIONS POLICY

- Our school policy reflects the consensus of the whole staff and has the full agreement of the Governing Body.

- This policy complies with current National Curriculum requirements.

- This policy was approved by the Governing Body on: 15th October 2018

- This policy will be reviewed annually alongside the School's Financial Regulations

Fawbert & Barnard's Primary School

Charging and Remissions Policy

The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs and visits, can make towards a pupil's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional activities.

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

They have different limitations as set out below.

Voluntary Contributions:

In order to continue to provide a variety of experiences for children, parents are asked to make a voluntary contribution. Children whose parents decline or are unable to make a voluntary contribution are never excluded from the related activity. Financially it would be impossible for the school to pay for every child and in the event of insufficient funds being collected the trip/activity would be cancelled.

Permitted Charges:

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge is made for any education provided outside of school hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education).

1 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.

In the case of Food Technology, the school usually provides the ingredients and levies a charge.

Textbooks are provided free of charge, but in some subjects, additional revision guides may be available, for which a charge is made.

2 Music Tuition

The school levies charges in respect of individual music tuition, and group music tuition, if the teaching is not an essential part of the National Curriculum. Parents/carers may apply for music vouchers to reduce the cost of these lessons if eligible.

Contact the School for up to date guidance.

3 Residential Activities/Activities Outside School Hours

If the activity is held primarily outside school hours and is education other than non-chargeable education, then it is regarded as an “optional extra”. A charge is made for the full cost of the activity but does not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, in the event of insufficient funds being received it may be necessary to cancel the trip.

A day visit is in school hours if:

50% or more of the total time (including travelling) occurs in school hours.

As mentioned above school hours do not include the normal midday break.

A residential visit is in school hours if:

The number of school sessions missed is 50% or more than the number of half days spent on the visit (including travel).

A school session equates to a registration session (i.e. 2 per day).

A half-day is a 12 hour period ending at midday or midnight.

5 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.

6 Lettings

Applications for use of the school premises are each considered on merit taking into account the following criteria.

- Lettings that benefit the local community
- Whether the applicant has children attending the school
- The facilities needed by the applicant
- The effect on the school premises
- Whether additional caretaking duties are required.

There is no set fee for hire of the premises, although Local Authority recommendations for the hiring of premises are taken into account when setting a charge.

If an application is accepted the Headteacher is authorised, within limits set by the Finance and Premises Committee, to negotiate the letting fee.

When a letting is proposed involving unsocial hours, the Site Manager will be consulted.

There is no charge for lettings made by the Friends of Fawbert & Barnard's.

Any letting that is accepted is subject to the normal invoicing and lettings procedures recommended by the Local Authority and the School's letting expectations.

7 Other charges

The Headteacher, Finance and Premises 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.

Where non-chargeable education is provided during a residential visit, then the parents of a pupil who is in receipt of free school meals may receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings. This is subject to their eligibility under the existing FSM criteria.