



BREWSTER AVENUE INFANT AND NURSERY SCHOOL

CHARGING AND REMISSIONS POLICY

This policy was ratified by the Full Governing Body on: 12th December 2018

Date for review (this policy will be reviewed every two): Autumn 2020

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The policy compliments the school's equality policy, educational visits policy and the teaching and learning policy.

The headteacher, staff and governors will ensure that the following applies:

1. No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
- Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested

2. Activities for which charges may be made:

- Activities outside school hours – Non-residential activities (other than those listed in 1 above)
- Residential activities – board and lodging costs
- Music tuition – for individuals or groups of any appropriate size

3. Voluntary Contributions

- When organising school trips to enrich the curriculum and the educational experience of the children, the school asks parents/carers to contribute to the cost
- All contributions are voluntary
- If we do not receive sufficient voluntary contributions, the trip may be cancelled
- If a trip goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children differently from any others. The school pays the additional costs in order to support the visit.
- Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

4. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents of children eligible for Pupil Premium.

Other families experiencing financial hardship may be offered at no charge or a reduced charge at the discretion of the Headteacher. Parents/ carers should arrange to speak to the Headteacher in confidence to make a request for financial support.

5. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We will always give at least a month's notice of any trip of visit where a charge or voluntary contribution is requested
- Parents may contribute/ pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

6. Monitoring and review

This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.