



Bentfield Primary School

Charging and Remissions Policy

The Governing body of Bentfield Primary School supports the school's policy on providing educational visits and having educational visitors into school. This is seen as a vital part of enriching and supporting pupils' learning within school. The Education Reform Act 1988 states that there are no statutory requirements to charge for any form of educational activity that takes place within the school day. However, we recognise that the funding received by school is not sufficient to fully cater for this element of education. The Governing body, therefore, have instituted a recommendation of requesting voluntary contributions from parents to enable this valuable part of pupils' education to continue.

Voluntary Contributions

When sending out a request to parents and carers for a voluntary contribution the school must:

- Make it clear to parents that the contribution is voluntary.
- Make it clear at the outset that the activity cannot be funded without voluntary contributions and that if there is insufficient support it may be necessary to cancel the activity and reimburse any parents who have contributed.
- Ensure that children are not treated differently if the parents are unable or unwilling to pay. All children must be given an equal chance to take part.
- Offer the opportunity for parents or carers to pay in instalments if they request the need to do so.

Where major expense is involved or where deposits have to be paid by the school to secure bookings, a deposit may be requested from parents. This should be in the region of 10% and will only be refunded to parents if the school or relevant outside agency decide to cancel the event.

Parents or carers on low incomes and in receipt of the relevant benefits may be entitled to a partial remission of charges in instances when parents are asked to contribute towards the cost of a school visit. The list of relevant benefits has been aligned with the Free School Meals/Pupil Premium criteria. Any parent who thinks they may qualify for Free School Meals/Pupil Premium entitlement should contact the school office who will provide them with an up to date list of the criteria and offer further support in completing the necessary paperwork in strict confidence.

The following headings detail the main areas of additional activities which Bentfield Primary School aims to provide, together with the school's policy regarding charging for these activities.

Residential Visits

These are visits in which the pupils will spend one or more nights away from their usual overnight accommodation.

In these circumstances schools can charge for board and lodging but the charge must not exceed the actual cost for the pupil.

Other costs and activities can be funded by voluntary contributions. These costs can include an appropriate element for:

- Travel costs
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- Accompanying staff board and lodging costs
- Entrance fees to museums, castles and other places of interest
- Insurance

Parents whose children are in receipt of Free School Meals may be exempt from these costs. Parents who would like this support should apply to the Head teacher *before* the date that any deposit is due.

Visitors and day visits

No charge is made for visitors or non-residential activities taking place during school hours. However, parents may be asked for a voluntary contribution to help cover the cost to the school. If there are insufficient contributions it may be necessary to cancel the activity and reimburse any parents who have contributed.

Swimming lessons

As swimming is part of the National Curriculum, no charge is made for swimming lessons taking place during school hours. However, parents may be asked for a voluntary contribution to help cover the cost to the school. If there are insufficient contributions it may be necessary to only offer swimming lessons until a pupil has reached the required standard (which is to swim 25 metres unaided).

Extra-curricular clubs

The majority of clubs are run for free by dedicated members of our staff. However, there are some clubs which are run by outside providers and a charge will be made for children to attend.

Music Tuition

Essex Music peripatetic teachers offer music tuition to our pupils during the school day. Music lessons should be booked and paid for via Essex Music Services website. Instrumental or vocal tuition which is part of the National Curriculum or is delivered to the whole class as part of the Wider Opportunities programme cannot be charged.

Breakages

The school is permitted to ask parents/carers to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children or those whom they are responsible for.