

Battle Hill Primary School

Charging and Remissions Policy

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This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individuals as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.

Introduction

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

Basic Principles

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents and carers. No pupil will be excluded from an activity because his or her parents or carers cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay this way.

Voluntary Contributions

There is an exception to the rule about not charging for activities in school hours. Parents and carers may be invited to make voluntary contributions to extend the value of school funds.

If a particular activity cannot take place without some help from parents, this will be explained in the planning stage. If a planned activity has to be cancelled, any monies received will be returned. Contributions will not exceed the actual cost.

Although the vast majority of extra-curricular activities at Battle Hill Primary School are provided free of charge, examples where parents and carers may be asked for a voluntary contribution include:

- Swimming transport
- School trips
- Enrichment activities e.g. external drama group

Breakfast Club and After School Club

The school will charge parents for these services, out of school hours, and the scale of charges will be approved by the Governing Body on an annual basis.

Lettings

The school will make its facilities available to outside users at a charge at least the cost of providing the facilities. The scale of charges will be approved by the Governing Body on an annual basis.

Remissions Policy

If the parent/carer of a pupil is in receipt of Free School Meals/Pupil Premium, the Headteacher, School Business Manager or Governing Body may choose to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances i.e. included in one of the above categories. This does not apply in the case of pupils in receipt of Universal Free School Meals (Reception, Year 1 and Year 2), not in receipt of Pupil Premium.

Extra Curricular Activities run by External Providers

External Providers will set and collect their own charges.

Breakages & Damages

In cases of wilful or malicious damage to equipment or breakages/ loss of school books on loan to pupils, the Headteacher or School Business Manager in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

The Headteacher, School Business Manager, Finance Committee or Governing Body may remit in full or part, charges in respect of a pupil, if it feels reasonable in the circumstances.

Exceptions

The Headteacher, School Business Manager, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Scale of Charges

These will be approved by the Governing Body on an annual basis.
Costs have not been changed since September 2017

March 2021	
Breakfast Club from 7.45 am	£2 per session, £1 for pupils arriving after 8.30am Pupil Premium No Charge
After School Club 3.15-5.15 pm	£3 per hour (£6 will be charged for children collected after 4.15pm) Second and subsequent children £2 per hour
Playgroup 8.30-11.20 am 12.30-3.10 pm	2 Year Old offer No Charge (School receives £5.34 per hr) £7.50 per session otherwise
Extra Nursery Sessions	30 hours offer No Charge £5 per hour otherwise
Main Hall	£20 per hour or by arrangement with School Business Manager
Community Hall	By arrangement with School Business Manager
Community Hub	By arrangement with School Business Manager