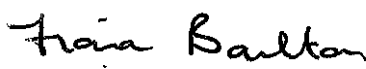


**September
2021**

Charging and Remissions Policy

Approved by Governors:	16 th November 2021
Signed:	 Fiona Boulton, Chair of Governors
Review Date:	September 2022

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

BALDWINS GATE CE PRIMARY SCHOOL

Baldwins Gate CE Primary School

CHARGING AND REMISSIONS POLICY

From September 2021

Overview

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 small-group music tuition. The school will ensure that on no occasion where charges may be levied, as for example, for residential or other visits, any pupil is disadvantaged solely by their inability to pay.

Objectives

1. To make clear what will be provided without charge and what will be offered with a charge being made.
2. To clarify what is meant by any request for voluntary contributions.

Voluntary contributions

1. When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. 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. Subsidies from various sources e.g. School Fund, Baldwins Gate Primary School PTA, voluntary organisations, will be considered to cover deficits.
3. Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments.
4. If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.
5. 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
- outdoor adventure activities
- visits to or by a theatre company
- school trips
- musical events
- transport

Residential Visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, a charge to cover the costs of board and lodging and a contribution for transport and activity costs will be sought. If parents are experiencing financial difficulty they are invited to discuss the matter in confidence with the Headteacher.

Consideration of any remission is always at the Headteachers' discretion in these circumstances based on any evidence provided. Parents of children who receive pupil premium (free school meals) are offered the option to make a reduced payment.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place.

After school activities

The school offers additional activities after school. We reserve the right to make a charge for these sessions.

Damage and Breakages

The school may ask parents to pay for damage to school property or equipment where this is a result of a pupil's misbehaviour.

Help with charges or contributions

If parents/carers are unable to afford the charges or contributions, they are asked to speak to the Headteacher, who will treat their request with the strictest confidence. The school has an inclusive policy and no child will be denied the benefit of these activities due to hardship. The circumstances that will determine remissions, grants and subsidies are:

- The family is in receipt of Income Support or similar.
- The child receives pupil premium.
- The child's circumstances are deemed exceptional by the Headteacher.

Schedule of charges from September 2021

Phone calls	50p for 30 minutes (long distance – charged when bill arrives)
Photocopying	20p per sheet
Laminating	20p per sheet
After School Clubs	£1.50 per session
Letting of school hall	£30 minimum (2 hours) £10 per hour thereafter
Church	£15 nominal charge Sunday morning