



## **BOTLEY C OF E (CONTROLLED) PRIMARY SCHOOL** **CHARGING AND REMISSIONS POLICY**

### **1.0 AIMS**

To set out the policy adopted by Botley School Governors towards charging for school activities.

### **2.0 PRINCIPLES**

- 2.1 The 1988 Education Reform Act requires that any curricular activity arranged by the school during, or mainly during, school hours must be free of charge to all pupils. This includes materials, equipment and transport, if required. No pupil may be left out of any activity because his or her parents cannot or will not make a contribution of any kind.
- 2.2 The school is permitted to make a request for contributions to supplement school funds as long as it is made clear that such contributions are voluntary and that the children of parents who do not contribute will not be treated any differently.

School hours, for Botley School, are defined as: *8:40am – 12:00pm and 12:55pm – 3:20pm*

### **3.0 IMPLEMENTATION**

#### Trips in support of the Curriculum

- 3.1 Trips outside the school that are in support of the National Curriculum will be available to all relevant pupils.
- 3.2 Parents will be informed that such a trip is planned in advance of it taking place.
- 3.3 The school will attempt to raise the cost of the trip through requested voluntary contributions as it is not permitted to charge directly.
- 3.4 In the event of a shortfall the school can allocate from its limited budget a sum up to the equivalent of two pupils per class for each school trip.
- 3.5 Parents will be informed of the total the school must raise in contributions to allow the trip to take place.
- 3.6 If the total still cannot be raised, the trip will be cancelled and all contributions returned.
- 3.7 In the event of contributions exceeding the total cost to the school, arrangements will be made to make some refund to those parents who contributed the full amount suggested.
- 3.8 If such a trip should involve overnight accommodation, a charge will be made for this, except to families who are in receipt of Income Support, Family Credit, Disability Working Allowance or Income-based Job Seekers Allowance.

#### Other activities during school hours

- 3.9 Some additional activities, which do not form part of the basic curriculum, may be undertaken at school to broaden the children's knowledge and to make the curriculum more interesting, an example of this type of activity is the opportunity given to children to do simple cookery.
- 3.10 Voluntary contributions towards the cost of the materials will occasionally be asked for.

- 3.11 The school will work with FOBs to support and fund such activities where possible.
- 3.12 There may be opportunities for parents to pay for their children to undertake extracurricular activities during the school day, for example peripatetic music lessons through Hampshire Music. These opportunities are offered to parents and they may choose to opt into this arrangement, dependent on availability, paying the provider directly.

#### Activities outside school hours

- 3.12 Activities outside school hours, which are not part of the National Curriculum or Religious Education, may be charged for as optional extras.
- 3.13 Botley School runs a variety of out-of-hours activities that are free of charge and hopes to continue to do so. However, it may be necessary from time to time to request contributions for equipment or materials.
- 3.14 Should it become necessary to charge for these activities, parents will be informed well in advance of the activity taking place. The charge for each pupil will not exceed the actual cost.
- 3.15 Activities provided by an external provider may incur a charge at an advertised price. Parents may opt in to such activities, dependent on spaces being available, and pay the provider directly.
- 3.16 Governors will annually review charges to those providers using the school facilities and they will be invoiced in order to make a contribution to the school budget.
- 3.17 A charge is made to parents who opt to use the Wheelers Breakfast and After School Clubs to cover the cost of staffing, resources and food. Charges are reviewed annually by the Governing Body.

#### Residential Trips

- 3.18 Board and lodging costs of residential trips will be chargeable (unless an application of financial hardship has been received). Costs for transport and any other costs incurred will be requested on a voluntary basis. Costs of supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential will not be charged for.

#### Damage to school property

- 3.19 The Governors will seek to recover from parents the cost of any damage caused to school property or books which has been caused deliberately or by lack of care.

### **4.0 REMISSIONS**

- 4.1 In the cases of family/financial hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, the Headteacher will invite parents/guardians to apply in confidence for the remission of charge in part or in full. Parents should write to the Headteacher via the School Office in the first instance. The Pupil Premium budget may be used in part, to support eligible pupils.

The content of this Policy has been fully reviewed and agreed by the School's Governing Body.

Signed: *P. Wicks*

Date: 15.10.24

*Chair of Whole Governing Body*

Date of Next Review: October 2026

**List of Changes to the Policy**

Review Date	Changes made in addition to review and renewal date changes	Changes
26.9.24	Yes	<ul style="list-style-type: none"><li>• Change of school hours 2.2 (pg. 1).</li><li>• Addition of 3.11 (pg. 2).</li><li>• Addition of 3.16 (pg. 2).</li></ul>