



# BENTLEY CE PRIMARY SCHOOL

## CHARGING AND REMISSIONS POLICY

<b>Review date</b>	March 2024
<b>Period of review</b>	3 years
<b>Next review due:</b>	March 2027
<b>Governor Committee</b>	Resources

## **Purpose**

The purpose of this policy is to set out the school's position on;

- Charging for activities which cannot be funded by the school alone such as trips, outings and additional services
- The use of the school's facilities outside of the normal school day

## **Principles**

We are committed to the principle of high quality education being provided free of charge. Budgetary restrictions, however, are such that there are activities of sound educational value, which cannot be funded by the school alone.

We believe that our facilities should be used to cater for our pupils and their community and therefore support the use of the school facilities to offer extended services outside school time.

Parents/carers may be asked to pay for or towards the cost of making good school property wilfully or negligently damaged or lost by a pupil. Charges will be made as deemed appropriate in the circumstances.

## **Application**

### **Trips, Outings and Services**

- No charge is made for any activities which aim to fulfil the National Curriculum requirements although voluntary contributions may be requested in order to extend the opportunities for pupils
- We may ask for voluntary contributions for activities wholly or partly in school time which would otherwise be prohibited by cost. No child will be excluded from any such activity on the basis of non-contribution
- Requests from parents for financial help and assistance will be sympathetically considered by the Headteacher and the Chair of the Resources Committee. Any request made will be treated in confidence
- We may charge where a school provision increases or enriches a non-statutory extracurricular activity e.g. a lunchtime club where additional staffing is required or when individual tuition is given
- If an activity cannot be sufficiently funded, it may be cancelled

### **Letting of the School Premises**

A charge is made for groups who use the facilities. Any conditions of hiring are laid down in individual contracts. This policy should be read in conjunction with the Lettings Policy.

## **Receipts and Invoicing**

A receipt or invoice is issued for all contributions and financial accounts are kept in accordance with Hampshire County Council regulations

## **Charges for Off Site Extracurricular Activities**

A voluntary contribution not exceeding the actual cost will be requested.

## **On Site Extracurricular Activities**

A charge will be made to cover the cost of teacher led after school clubs for a term. This should be paid in advance before the club starts. Where pupils are in receipt of Free School Meals, this is offered as part of the Pupil Premium coverage to support new opportunities.

## **Charges for Services**

Requests for items such as photocopying, subject access requests, freedom of information requests, copies of emails sent, passport applications and references for children's future schools may incur an admin charge. The request should be put in writing and sent to the school office from where details can be obtained.

## **Responsibilities**

The Resources Committee

- Reviews and amends the Charging Policy annually on behalf of the Governing Body
- Reviews annually the charges for supplies and services
- Reviews annually the charges for school trips and contributions
- Monitors income against budget

## **Headteacher**

- Drafts proposals for charges
- Reviews costs and value of each extracurricular visit

## **Finance Officer**

- Provides reports to the Resources Committee on usage of facilities and charges
- Maintains information systems relating to the Charging and Remissions Policy
- Provides information on voluntary contributions

- Alerts the Senior Leadership to budget fluctuations throughout the year in order to plan and budget effectively

#### **Site Manager**

- Manages the letting of the school premises

#### **Teachers**

- Complete trip feedback forms on EVOLVE (County wide risk assessment logging system) to evaluate value for money