CHARGING & REMISSION POLICY

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1.0 DEFINITIONS

1.1 "Trust" – this refers to Brentside Primary Academy Trust

1.2 "Board of Trustees" – this refers to the Academy's Board of Trustees, who have ultimate responsibility for governance.

1.3 "Academy" – this refers to the Brentside Primary Academy.

1.4 "We/Us" – this refers to all employees and stakeholders at Brentside Primary Academy

2.0 POLICY STATEMENT

2.1 Trust acknowledges the right of every pupil to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all pupils regardless of their parents'/carers' ability or willingness to help meet the cost.

2.2 The Trust also recognises the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards pupils' education and aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils in each academy and as additional optional activities.

2.3 This Policy allows each academy to charge for defined activities and any other activities beyond the basic provision of education. Where another specific activity is defined, it will be agreed by consultation with the Board of Trustees. Parents/carers will be made aware of the policy through the academy website and they can make comments on it.

2.4 The academy reserves the right to ask parents/carers for a voluntary contribution towards:

i. the cost of any activity which takes place during academy hours
ii. the cost of academy equipment
iii. academy funds generally

2.5 Parents/carers may be advised that the continuance of an activity may depend upon voluntary contributions but once it has been decided to run such an activity, no qualifying pupil will be excluded on the grounds of voluntary contributions.

3.0 ROLES AND RESPONSIBILITIES

3.1 It is the responsibility of the Board of Trustees to establish a policy and core procedures for charging pupils to participate in academy activities and for the academy to monitor the effects of the procedure.

3.2 It is the responsibility of the Headteacher to ensure that the policy is implemented consistently and using fair criteria, in particular that the academy's equal opportunities policies are observed. The Headteacher (or Finance Officer) is also responsible for ensuring that staff, parents/carers and pupils know the details of the policy as appropriate.

3.3 It is the responsibility of all staff to familiarise themselves, and comply with this policy and core procedures in accordance with relevant professional standards. Some staff may be responsible for implementing the policy as part of their overall responsibilities (eg heads of department and managers).

4.0 MONITORING AND REVIEW

4.1 Senior leaders will report on the operation of the policy to the Headteacher as appropriate.

4.2 The Headteacher will report to the Board of Trustees on any relevant aspects of the working of the policy as appropriate.

4.3 The policy will be reviewed every two years.

5.0 FINANCIAL SUPPORT

5.1 Parents/carers of pupils who are in registered for pupil premium, in addition to having free school meals entitlement, will also be entitled to request the remission of charges in full or part

5.2 Any parental/guardian requests for assistance with paying charges for events and activities will be treated in confidence. The Headteacher will make decisions on any requests received.

5.3 The academy is sympathetic to those parents/carers that are unable to afford the cost of additional activities and/or extra-curricular activities, and has limited funds available to assist parents/carers in particularly difficult financial circumstances. Approaches for such assistance may be made to a member of staff, who will then consult the Headteacher.

5.4 Where BPA can apply for alternative funds and grants to assist with the cost of events and activities we will aim to do so. The Hobbayne grant for uniform and trips is an example of this.

The academy reserves the right to make a charge in the following circumstances for activities organised by the academy.

6.0 PRIVATE USE OF FACILITIES

6.1 Academies may allow the private use of facilities using the following guidelines for charging:

- if facilities are used by groups associated directly with the academy pupils and staff, then it is permissible to waive hire costs
- if facilities are hired by local community groups, which may include academy pupils and/or staff, then hire costs should be set to cover any out-of-pocket costs to the academy related to the hire, such as heating, lighting and caretaking cost.
- If facilities are hired to commercial organisations, then a market rate should be charged for the hire of facilities.

7.0 TELEPHONE, PHOTOCOPYING AND PRINTING FACILITIES

7.1 Private use of the telephone and photocopying facilities by pupils is not permitted. In the rare case that a private telephone call is made it is deemed to be an emergency and no charge is made.

8.0 TRIPS AND VISITS

8.1 General matters

- The academy is permitted to charge for the provision of educational services by a third party; the academy will ensure that the monies are paid to the third party organisation.
- If the activity is in school time, the academy will formally grant leave of absence to the pupils taking part, as the activity would no longer technically be part of the academy's official programme. It is likely, too, that any staff taking part in the activity would also have to be granted leave of absence. Headteacher must consider carefully the position of accompanying staff, depending on the precise nature and duration of the trip.

8.2 Trips and visits during the school day

- Parents/carers cannot be asked for a compulsory payment for any trip or visit that is taking place during a normal school day.
- Voluntary payments (including full staff costs) can be requested but if the trip or visit proceeds, pupils wishing to go but whose parents/carers are not prepared to pay, must be allowed to attend. They cannot be subsidised by other parents/carers.
- This will probably mean that insufficient funds will be available and the member of staff involved will seek additional funding from Headteacher. If this is not possible, the trip or visit must be cancelled.

8.3 Optional extra trips and visits out of school time:

- These are trips and visits where at least half of the time for the trip is out of normal school hours. Here the parents/carers can be asked to meet the full cost of the trip or visit. This compulsory payment cannot include subsidising pupils unable to pay and staff costs.

8.4 Residential trips and visits including study visits abroad:

- Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, the trip or visit can be classified as optional.
- As an optional trip or visit, the cost of board and lodging for the pupils can be passed on to parents/carers. This cost will not exceed the actual cost of the provision and prior written confirmation from the parent/carer is required that she/he is willing to pay the charge.

9.0 RECOVERY OF SUMS PAYABLE BY PARENTS/CARERS:

9.1 Any sums payable by parents/carers e.g. for wasted examination fees, optional extras to which they have agreed, or for board and lodging, are recoverable as a civil debt.

10.0 BREAKAGES AND FINES

10.1 Parents/carers will be charged for the cost of replacing damaged or lost equipment where appropriate.
10.2 Fines for lost of damaged books
10.3 Attendance fines- charged by the Local Authority on our behalf

11.0 TRANSPORT

11.1 Where a pupil makes use of transport not provided by the academy to travel direct from home to an activity sanctioned, though not provided by the local authority or the academy, then parents/carers will be expected to meet the costs of such travel.

12.0 PUPIL PREMIUM

12.0 Any pupil identified as a Pupil Premium student is offered a discount rate on trips, workshops, events and items the school charges for. The rate is decided by the Headteacher.

13.0 SCHOOL UNIFORM

13.1 Where an academy organises a service to provide school uniform parents/carers will be charged at cost for the uniform that is sold to parents/carers.
13.2 When possible BPA will apply for grants and additional funding to help lower the cost of uniform.

14.0 STATIONERY AND EQUIPMENT

14.1 Pupils are usually expected to provide their own basic stationery and equipment, but where academies provide items of stationery and equipment for sale as an additional service, then parents/carers and pupils may be charged at cost for such items.
14.2 Specific project items may be charged for if the pupil has something to take home. E.g torch parts for a DT project.

15.0 BOOKS

15.1 Academies will not charge for compulsory textbooks and workbooks etc.., but may charge at cost for additional non-compulsory items, which may further support pupils' learning.

15.2 Parents/carers will be charged for the cost of replacing damaged or lost library/reading books.

16.0 FOOD AND DRINK:

16.1 Academies will charge pupils for food and drink provided by academy canteens, unless they qualify for free school meals.

16.2 Food and drink for staff will be charged, unless they are involved in the supervision or support of pupils.

16.3 Food and drink for visitors and for academy organised meetings, events etc... will be charged at the discretion of the academy.

16.4 Members of the public or external public events will be expected to pay for any food and drink that is purchased from the academy canteen.

16.5 A small amount of money for food and drink maybe asked for as a donation towards a special event or party

17.0 DAMAGES TO PROPERTY OR EQUIPMENT

17.1 Parents/carers will be charged for the cost of replacing damaged or lost equipment where appropriate

18.0 PASSPORT FORMS & OTHER OFFICIAL DOCUMENTATION

18.1 Parents/carers will be charged for the completion and signing of official documentation such as passport forms and naturalisation forms.

19.0 EXTRA CURRICULUM CLUBS

19.1 There will be no charge for the attendance at extra curriculum clubs that are run by BPA staff

19.2 Optional extra curricular clubs that are run by external providers may incur a charge. As these clubs are optional and after school hours, the full cost of the club attendance will need to be passed on to parents/carers for the pupil to take part. Pupils are charged upfront for this service.

19.3 A charge maybe incurred for provision of materials/ingredients for clubs run by BPA, such as Art & Design or Food Technology, where pupils take home a finished product.

19.4 Charges for the clubs vary on the activity. Certain clubs, such as cooking club, require a higher charge due to ingredients needing to be purchased. The cost of each club will be determined on a club to club basis. BPA will endeavour to cover the whole cost of these clubs through parental charges.

19.5 BPA offer free of charge clubs that school staff run during the Autumn and Spring terms.

20.0 MUSIC TUITION

20.1 Music tuition during school time is an optional extra which parents must pay for if they wish for their child to take part.

21 LOANS OF EQUIPMENT

21.1 BPA loan out items such as tablets and music keyboards. A loan agreement between the school and the parent/guardian is signed. A fee for damage or replacement of the item maybe charge in accordance with the agreement.

22.0 PHOTOGRAPHS

22.1 Annual school photographs are taken at the school. Parents/Guardians have the option to purchase these via a third party.

23.0 WRAPAROUND CARE

23.1 Breakfast and afterschool care is a childcare service provided by BPA staff with the cost of attending charged to parents/guardians
23.2 The service is charged at a set rate for different session lengths and charged on a pay as you use basis
23.3 BPA is signed up to a number of childcare voucher and Government Schemes to allow working parents to get discounts on their childcare
23.4 Parents/Guardians are invoiced on a monthly basis. No upfront costs are required
23.5 BPA retains the right to fine parents/guardians who pick their children up after 6pm
23.6 BPA retain the right to stop pupils attending the wraparound care due to unpaid bills or bad behaviour.
23.7 Parents/guardians sign up and agreement stating they will pay the fees and late fees if necessary prior to their children attending the wraparound care
23.8 In special circumstances BPA will use pupil premium/LAC money or waive the charge for attending wraparound care. The Headteacher will make the decision on wraparound care charging for any special circumstances that arise.

24.0 NURSERY- FULL DAY PROVISION

24.1 From September 2024 BPA are offering full day nursery provision. There are 3 circumstances in which charges will apply to parents who wish to utilise full day nursery provision:-

- Lunch time supervision
- Only entitled to 15 hours of free funding
- Use of breakfast and after school club for nursery pupils

24.2 **Lunchtime supervision**- Full time nursery hours will be 32.5 hours per week. Most parents/guardians will be entitled to 30 hours free nursery hours and will need to pay a charge per day for lunch time supervision. Alternatively they can collect their child for the 30 minute lunch time and return them to school for the afternoon session without charge. Invoices for lunchtime supervision will be sent on a half termly basis.
24.3 **Only entitled to 15 hours of free funding** -If parents are not eligible to claim the additional 15 hours of nursery funding they can pay for the use of afternoon nursery. This will be at a set rate per hour and will be charged on a monthly basis.
24.4 **Use of breakfast and after school club for nursery pupils –**wraparound care for Nursery pupils will be charged at the conditions noted in section 23.0.