



Brize Norton Primary School

Charging & Remissions Policy

We **SHINE** for ourselves and each other with
kindness

Striving, Helping, Inspiring, Nurturing, Excelling

Policy adopted by Governors on:	Date for Review:	Signed by Chair of Governors:
December 2023	December 2026	A. Doran

Introduction

Brize Norton Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

1. The policy identifies activities for which:

- **charges will not be made.**
- **charges will be made**
- **charges may be waived**

2. Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will not be treated any differently from those who have. The school sometimes also asks for voluntary contributions for special events and enrichment activities in-school (e.g. visiting artists) but again makes it clear that the contribution is voluntary.

The Law says:

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

Sometimes the school or School Association pay 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.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive.

- visits to museums;
- sporting activities which require transport;
- outdoor adventure activities
- visits to the theatre;
- musical events;
- visiting artists/workshops

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, we ask for voluntary contributions for the education or travel expenses. However, we do make a charge to cover the cost of board and lodging. Parents of children entitled to the Pupil Premium (not Service

Premium) are asked to pay half, though the full amount may be waived depending on individual circumstances

Music Tuition

All children study music as part of National Curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. The teachers make a charge for these lessons. This is waived in the case of children who receive the Pupil Premium (not Service Premium). We give parents information about additional music tuition at the start of each academic year.

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 but the lessons incur additional costs for pool hire, instructor fees and transport. We therefore request a voluntary contribution for this activity. We inform parents when the lessons are to take place.

After-School Clubs

The school offers various after-school clubs throughout the year, including but not limited to sports coaching. The school charges for these activities, though the cost is waived for children entitled to the Pupil Premium (not Service Premium).

Breakfast Club and After-School Club

The Breakfast and After-School Club (Vicky's After School Club) is run by an external organisation, and parents are charged. Parents in need are encouraged to speak to Vicky or to the headteacher, as arrangements can be made in the case of individual need.

Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be made at a reduced charge to parents in particular circumstances. Parents of children entitled to the Pupil Premium because of benefits received are not asked for any voluntary contributions and they are not charged for:

- trips (other than residential trips, where they are asked to pay half)
- individual or group music lessons
- after-school clubs organised by the school (not Vicky's After School Club, which charges all children)

Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- The headteacher is always willing to talk to parents who are unable to pay for chargeable activities; arrangements can usually be made
- We have established a system for parents to pay in instalments for residential trips
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay after the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.