



# Barlborough Primary School

## Charging and Remissions Policy – Barlborough Primary School Reviewed and Updated September 2017

The Governors have produced a Charging and Remission Policy for Barlborough Primary School based on the Education Act 1996 and The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999. The guidelines provided here are based on Derbyshire County Council's implementation document. This policy will be reviewed annually by the Resources Committee and will be adjusted in line with any subsequent guidelines from the DfES or Local Authority.

The basic principle of the 1996 Education Act provides a free education for our children within the limits set by the National Curriculum.

This includes: **all** activities inside School hours and on School premises; visits where half or more of the time is inside School hours; residential visits where the number of School time sessions outnumber the other half days.

Some valuable aspects of education; however; fall outside such limits and these include non-vocal music tuition that is not part of a public exam or the National Curriculum; activities wholly outside School hours; residential visits where the number of School sessions is less than the other half days. (Board and lodging may be charged for except where parents receive income support or family credit).

The Governing Body recognises the valuable contribution that the wide range of additional activities, including Clubs, visits and residential experiences can make towards pupils' personal and social education. At Barlborough Primary School, we aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as optional activities. However, such activities can only continue if parents are willing to make a voluntary contribution to cover the cost of their child's involvement. However, no child will be excluded if a voluntary contribution is not made. Any case of financial hardship should be referred to the Headteacher, or Chair of Governors, in complete confidence. It is possible that an activity might be cancelled should significant numbers of children not contribute the full or part costs of an activity.

There are areas of the curriculum we are allowed to charge for. If parents wish to receive items made by their children, they will be asked to pay for materials used (e.g. baking and sewing). Ingredients will be provided for children who cannot pay, but the item will not be sent home.

General fundraising and sponsorship may be used to permit additional activities.

### **Music Tuition**

Music tuition is an agreement between the tutors and their parents. School facilitates the lessons but does not have any involvement in the charging of these.



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## School Clubs

The school charges for clubs where these are provided by an outside agency or where there is a need to cover the cost of materials. Children will only be allowed to attend these clubs if their parent/guardian has paid the relevant fee when registering their child for the club.

## Breakfast Club

The school charges a half termly fee for its breakfast club in order to cover costs of room hire, staffing and provisions. There is no refund available if a child misses some sessions each half term; the cost remains the same no matter how many sessions a pupil attends.

## Deliberate Damage

Parents will be charged for wilful damage by their children, to school property. Damage to school books, equipment or fabric of the building is unacceptable and offenders are expected to make pay for the cost of such damage. A charge will also be levied in respect of wilful damage, neglect or loss of property to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

The school may also decide to charge when accidental damage has occurred as a result of poor/inappropriate behaviour.

## Lost Property

Parents / guardians will be expected to meet some or all of the replacement costs of lost school books or equipment. This includes school council and house badges. A list of charges will be available in the school office.

## Refusal to Pay

If a parent/guardian refuses to pay for the repair or replacement of damaged or lost property, or clear a debt that they owe i.e. dinner money, then this will be discussed by the Resources Committee and legal advice will be sought. This may result in the parent/guardian being taken to a small claims court.

## Private telephone calls, faxes and photocopying

Any personal phone calls, faxes or photocopying should have prior agreement by the headteacher. The headteacher may ask for a contribution depending on the nature of the request. Most staff members choose to use their own mobiles, although this is not allowed during times of supervision, except in exceptional circumstances.

## Lettings Policy

The Resources Committee will review its Letting Policy if the occasion arises. There are no present lettings.

Approved by Resource 01-11-17	Page 2 of 2	To be reviewed annually
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