



*'Together we can make a difference'*

## **Charging and Remissions Policy**

**Name of school: Bexton Primary School & Nursery**

**Date of review: Spring 2021**

**New review date: Spring 2024**

### **1. Introduction**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

### **2. Education**

All education during school hours (including the supply of any materials, books, instruments or other equipment) for children aged 4 – 11 is free from the September after the child reaches their fourth birthday. We do not charge for education provided outside school hours if it is undertaken as part of the National Curriculum. We do not charge for Admission applications.

### **3. Voluntary contributions**

3.1 As an exception to the requirements set out in paragraph 2. above, 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. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

3.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.

#### **4. Out of school sports and activity clubs**

When not prevented from doing so by Covid-19 restrictions, the school offers a range of sports and activity clubs outside school hours (e.g. netball, football). Parents can choose whether they wish their children to take part in these clubs and they are chargeable. In addition, from time to time, the school hosts clubs outside of school hours which are run by external parties. Charges are payable by parents directly to the provider.

#### **5. 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 do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging and also request a contribution towards travel expenses. The school will provide financial support for residential visits to all pupils in receipt of Pupil Premium funding at the time of the trip.

#### **6. Music tuition**

6.1 All children study music as part of the normal school curriculum. We do not charge for this.

6.2 There is a charge for individual or group music tuition if this is not an essential part of the National Curriculum and is provided at the request of the pupil's parent.

#### **7. Swimming**

7.1 The school organises swimming lessons for children in Years 3 and 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. A voluntary contribution for transport is requested on a termly basis.

#### **8. Lettings to outside organisations**

All requests for hiring of school premises must be made in writing and the necessary licence/hiring agreement completed by the group/individual (see Lettings Policy).

#### **9. Dawn 2 Dusk Provision**

Bexton Primary School & Nursey offers before and after school club provision, and holiday club provision, limited by the space and staff available. Places must be booked beforehand and four weeks' notice of changes is required. Fees are payable for all booked places, irrespective of whether or not the child attends. Parents will be invoiced monthly and outstanding balances should be paid within two weeks of the date of invoice. Fees for Dawn2Dusk services are published on the school website and parents of children attending the provision will be advised of

any proposed changes to fees at least 4 weeks in advance of implementation of the change. Bexton Primary School accepts childcare vouchers for Dawn2Dusk places.

## **10. Nursery Provision**

Bexton Primary School offers nursery provision for children from the age of 2. Sessions are offered from 8am to 6pm during term time and are limited by staff numbers and space available. 3 and 4 year old children eligible for Early Years Funding will receive a maximum of 12 x 2.5 hour morning / afternoon sessions free. Additional sessions, lunch sessions and before and after school care are available at an additional cost which will be published on the school website. A consumables charge is also payable, as detailed on our website. Fees are payable for all booked places, irrespective of whether or not the child attends. The Nursery will notify parents of any proposed changes to the cost of sessions at least 4 weeks in advance of implementation of the change. The Nursery will invoice parents monthly for all booked sessions and balances should be paid within two weeks of the date of invoice. Bexton Primary School accepts childcare vouchers for Nursery places. Parents wishing to cancel a place at the nursery provision must provide four weeks' written notice.