

BOURNVILLE VILLAGE PRIMARY SCHOOL



CHARGING & REMISSIONS POLICY

Written by: Judie Davies/Martine Maguire
Review date: Autumn 2022: without change to content
To be reviewed: Autumn 2023
Statutory/~~Non-Statutory~~* (**delete as appropriate*)

Reviewed by: Finance & Personnel Committee
Approved by: Full Governing Board

Signed:	Chair of Committee:	Date:
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Please read in conjunction with the following policies:-

- Schools Financial Values Standard
- Schools Financial Procedures Manual

https://www.birmingham.gov.uk/downloads/download/1798/schools_financial_procedures_manual

CHARGING AND REMISSIONS POLICY

CHARGES

Practical Issues:

- No charge will be made for basic materials needed for practical subjects
- On the occasions when children take home the finished products, parents will be asked to contribute a proportion of the cost, on a voluntary basis

Music Lessons:

- Instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Externally Provided Workshops:

- A letter will be sent to parents, asking for voluntary contributions to cover some of the cost. The residue will be met from either School Fund or School Budget Share. No child will be excluded if a contribution is not made.

Educational Visits for the Enrichment of the Curriculum:

Inside School Hours

- A letter will be sent to parents asking for voluntary contributions to cover transport costs, insurance, admin fee and entrance fees
- Parents must be informed that should they have difficulty in making a contribution towards costs they should discuss with the Head Teacher. Any pupils, whose parents do not make a contribution towards costs, will not be treated any differently.
- A particular visit or activity may not take place if the total contributions are less than 75% of the cost

Outside School Hours

- If parents agree to their child participating in extended or extra curricula activities, they will be obliged to pay all costs. Parents must also pay the full cost of school organised residential visits. If these costs are not met, the child may be unable to go

Breakages and Fires

- No charge will be made for accidental damage
- For those damages which are the result of deliberate irresponsible behaviour, parents will be asked to contribute towards putting the damage right
- Parents will be asked to pay for lost library books

REMISSIONS

- Charges can be waived in exceptional cases and at the discretion of the Head Teacher