

# **CHARGES, REMISSIONS AND LETTINGS POLICY**

## **WHOLE SCHOOL**



At Barkisland CE VA Primary School, we offer a varied and engaging curriculum to inspire children's learning. Where education is provided wholly or mainly during school hours, it should be free, however, there are times when we will ask for a voluntary contribution to cover the cost of certain activities e.g. class trips, visitors, residential and extra-curricular clubs.

We operate an online payment system – School Money. This is our preferred option for any contributions from parents/carers. This allows us to keep accurate, up-to-date records of any payments made to school. This also enables parents/carers to make secure payments and also monitor payments made.

### **Voluntary Contributions**

Parents/Carers may be asked for a voluntary contribution towards the cost of:

- Any activity or visitor which takes place during school hours
- Baking or craft activities where the child receives the goods

The contribution must be genuinely voluntary, and pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and no way can be found to make up the shortfall, the activity must be cancelled. Information on how the contributions are calculated and how each trip is funded is available on request from the school office; there may be occasions where a minimal amount has been added in order to cover administration costs.

Ways of making up any shortfall include using funds in the School Fund, BSA donations, the church, or any of the charities known to the school. The headteacher should make the necessary arrangements to cover the shortfall, or request authorisation from the Finance Committee to cover the shortfall from the School Budget.

We are unable to refund contributions for pupils who are unable to attend planned visits or trips due to unforeseen circumstances as payments will have been set to cover all cost incurred regardless of attendance.

### **Residential Activities**

There are special rules which apply to residential activities. See 'Governors Guide to the Law' to determine whether an activity falls within school time.

Where residential activity takes place largely in school time, no charge can be made either for the education or for the cost of travel, however, we will ask for voluntary contributions to fund the trip. The voluntary contributions will purely cover the costs of a pupil; we will not ask parents/carers to make a contribution to cover the cost of staff members.

### **Extra-Curricular Clubs**

We provide a very varied menu of extra-curricular clubs. The usually take place during lunchtimes or after school. In order to provide such a variety, there is sometimes a charge for some clubs. We ask that parents/carers cover the costs of these activities, but we work hard to keep the costs to a minimum and ensure that we also offer a bank of clubs without a charge to parents/carers.

### **Music Tuition**

All children study music as part of the National Curriculum and there is no charge for this. The school provides additional music tuition for Year 3 pupils as part of our music offer; this is a whole class weekly brass lesson for an hour. This weekly tuition has no charge to parents/carers. We do, however ask for parents/carers to cover the cost of the hire of the instrument. If children in KS2 join the school brass band, the school pay for the whole band weekly rehearsal and we ask for parents to cover the cost of the small group tuition. We have two choirs, which run as extracurricular clubs, which school fund entirely. We work with Calderdale Music Trust to facilities additional music tuition, this is chargeable. More information on this can be sought from the school office or the Music Trust.

### **Pupil Premium Funding**

As a school, we have decided that we will use pupil premium funding to cover the costs of any chargeable extracurricular activities, trips or visitors, for pupils in receipt of the funding due to free school meals, looked-after children (LAC), or children who have ceased to be looked after by a local authority in England and Wales because of adoption, a special guardianship order, a child arrangements order or a residence order. This is communicated to parents/carers and conducted discreetly.

### **Deliberate Damage**

In the unlikely event of deliberate damage being made to any property of the school and its facilities, we will ask that a payment is made to cover the cost of any damage.

### **Lettings**

We offer parts of the school premises for external lettings e.g. fitness classes, social functions, sports training. These lettings will be chargeable at £15 per hour.

### **Policy Monitoring and Evaluation**

***Revised and adopted by the Governing Body - March 2018***