

BY BROOK VALLEY CE PRIMARY SCHOOL

Charging & Remissions Policy



Last Review Date: November 2025
Ratified By Governors Date: 27.11.2025
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*'Roots to grow, wings to fly
growing, flourishing, soaring*

Registered Address: By Brook Valley Academy Trust, The Street, Yatton Keynell, Wiltshire,
SN14 7BA
Registered in England and Wales
Company Registration No. 8020467

Our Vision

Roots to grow, wings to fly
Planted in love, growing in wisdom; flourishing and soaring, reaching new heights

At By Brook Valley we are committed to creating a positive, safe and caring Christian environment, where all members of the school and wider community will be respected and valued.

We support one another to put down strong roots within our distinctively Christian culture, growing from our core values of hope, honesty, forgiveness and friendship. In this way, we will each be the very best we can be.

This policy should be read and understood from this perspective.

Purpose

We believe 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 explains how we will do our best to ensure a good range of activities and visits are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

This policy has been informed by:

- The Governance Handbook
- DCSF guidance Planning and Funding Extended Schools
- DFE Charging for school activities. Advice for governing bodies, school leaders, school staff, and local authorities. May 2018.
- The terms of the Education Act 1996.

Roles and Responsibilities of the Headteacher, Staff and Governors

The headteacher, staff and governors will ensure that the following applies:

1. No charge will be made for
 - Education provided during school hours, including the supply of any materials, books, instruments or other equipment.
 - Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that a pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
 - Tuition for pupils learning to play musical instruments, or singing, if tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
 - Entry for a prescribed public examination, if the pupil has been prepared for it at the school
 - Education that takes place on any trip that takes place during school hours
 - Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examinations

that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational trip and
- Where transporting registered pupils to or from the premises, where the local education authority has a statutory obligation to provide transport

2. Activities for which charges may be made

a) *Activities outside school hours*

Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on the activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) *Residential Activities*

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see 3 below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside of school time (other than those listed in 1 above).

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of days spent on the trip it is deemed to have taken place during school hours, even if some activities take place during the evening. Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

When any trip is arranged parents will be notified of the policy for allocating places.

c) *Music Tuition:* Music tuition for individuals or groups of pupils.

Music teachers contract directly with parents and the school is not involved with charging arrangements.

d) *Sports Clubs:* Sports coaching for groups of pupils. Contract directly with parents and the school is not involved with charging arrangements (where the provider terms do not apply in the table below).

e) *Foreign Language Tuition:* Language tuition for groups of pupils. Language teachers' contract directly with parents and the school is not involved with charging arrangements.

Activities which can be charged for, with the exception of board and lodging for residential trips, are regarded as 'optional extras'. Charges will not exceed the annual cost, per pupil, for provision.

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges may be made for any materials, books, instruments or equipment, where a parent wishes their child to own them	E.g. A clay model (charge to cover the cost of clay)	Remission for category A (see below)
Charges will be made for board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A (see below) Request letter to the Headteacher / Governors required
Extended day services. Charges will be made for breakfast and after school club	See below for breakdown of charges	
Charges will be made for after school activities e.g. sports clubs, where these clubs are run by outside providers	The cost will be stipulated by the provider and will cover all coaching, teaching, use of equipment The school may collect payments on behalf of a sports club provider, coaching will be provided at the request pupil's parent.	
Charges may be made for after school activities run by school staff to cover the cost of materials	E.g. Cooking ingredients	

Breakfast and After School Club

Breakfast Club

Parents will be charged according to their bookings for the sessions as outlined below:

7.45am start including Breakfast.

8.00am start including Breakfast.

8.20am start supervised early drop off (no breakfast).

If a child is dropped off early for the 8.20am session then parents will be charged for the 8.00am session even though breakfast is not taken.

Parents will be invoiced monthly in arrears.

After School Club (Bubbles)

Parents will be charged according to the sessions they have booked. The sessions are:

3.15 – 4.00pm (including snack and drink at end of school day).

3.15 – 5.00pm (including snack and drink at end of school day).

3.15 – 5.45pm (including snack and drink at end of school day and light tea).

On Friday the after school club runs until 5pm.

If parents are late to collect their children then they will be charged for the following session as well.

If parents are later than 5.45pm (or 5.00pm on a Friday) we reserve the right to charge an additional fee of £10.00 to cover unplanned staff overtime.

Parents will be invoiced monthly in arrears.

3. Families qualifying for remission or help with charges

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 offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below:

Category A

Parents in receipt of

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

4. 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:

- Where possible we shall give as much notice as possible of a trip and charges so that parents can plan ahead.
- We have established a system for parents to pay in instalments for residential visits.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond 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.

5. Voluntary Contributions

Nothing in legislation prevents a school governing body from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or headteacher will make this clear to parents at the outset. The governing body or headteacher will also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

Any transport provided by the school in school hours will be provided free of charge (though a voluntary contribution could be requested)

Deliberate Damage to school property

The full cost of repairs or replacement will be passed onto parents. Parents can negotiate with the headteacher the period over which payments will be made.

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy by receiving a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.