

**Brook Green  
Centre for Learning  
Charging and Remissions Policy**



## Introduction

The purpose of this policy is to ensure that there is clarity over those items which Brook Green will provide free of charge and for those items where there may be a charge.

## Policy Statement

We believe that all our students 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 describes how we will do our best to ensure a good range of visits and activities is offered whilst at the same time, trying to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

## Definition

The Brook Green day is defined as 8.45am to 3.00pm. The midday break does not form part of the schools day.

## Relationship to other policies

The policy complements the school's equality policy, curriculum policy, finance policy, educational visits policy and the teaching and learning policy. It is also informed by the LA policy and Dfe guidance.

## Roles and responsibilities of Headteacher, other staff and governors

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

### 1. *No charges 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 the student is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Tuition for students learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions will be requested to enable the trip to be funded.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip.

- Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested to enable the trip to be funded.
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at school.

## 2. *Activities for which charges will be made*

- 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 that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, students whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above). When any trip is arranged parents will be notified of the policy for allocating places.
- Music tuition – for individuals or groups of any appropriate size.
- Any materials, books, instrument, or equipment, where the student's parent wishes him/her own them.

## 3. *Optional Extras*

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- Education provided outside of school time that is not:
  - a) Part of the curriculum:
  - b) Part of a syllabus for a prescribed public examination that the student is being prepared for at the school: or
  - c) Part of religious education.
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school.
- Transport (other than transport that is required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education).
- Board and lodging for a student on a residential visit.
- Extended day services offered to students (for example breakfast club, after-school clubs, tea and supervised homework sessions).

## 4. *Families qualifying for remission or help with charges*

In order to remove financial barriers from disadvantaged students, 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. Criteria for qualification for remission are given below:

Parents in receipt of :

- Universal Credit from 1 April 2018 provided the parent(s) have an annual net income of no more than £7,400, as assessed by earnings from up to three of their most recent assessment periods.

- Income Support (IS).
- Income Based Jobseekers Allowance (IBJSA).
- Support under part VII of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and whose annual income specified by the Inland Revenue does not exceed the financial year threshold for the current year.
- Working Tax Credit.
- Income related Employment and Support Allowance.
- The guaranteed element of State Pension Credit.

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the Governing Body taking into account as to whether additional help is justified.

#### 5. *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:

- We have established a system for parents to pay in instalments
- 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 students from families on lower incomes and we will avoid that method of selection.

#### 6. The Governing Body will also includes in its policy charges for the following:

- Breakages of windows and doors, defacement, damage or loss of equipment including furniture, walls, I.C.T equipment, textbook and library books where this is the result of a student’s poor behaviour. The income generated from such charges will be used by the school for the purchase of replacements or repair.

This policy has been reviewed by the Board of Governors and Headteacher on 11<sup>th</sup> July 2024.

Review date: Summer 2027