



Charging and Remissions Policy

Policy Updated: Spring 2023
Date for Review: Spring 2026

Charging and Remissions Policy

Contents

1	Introduction	3
2	School Trips / Visits and Activities during School Time – Voluntary Contributions	3
3	Residential Visits – Charges.....	3
4	Music and Language Tuition.....	4
5	Swimming.....	4
6	Out of School Clubs and Activities.....	4
7	Uniform.....	4
8	Transport to Extra-Curricular Activities	5
9	Loss / Damage to School Property	5
10	Equality, Diversity and Inclusion	5
11	Policy Review	5

1 Introduction

All education during school hours is free with the exception of individual or group music and language tuition (see 4 below). We do not charge for any activity undertaken during school hours as part of the National Curriculum.

2 School Trips / Visits and Activities during School Time – Voluntary Contributions

When organising school activities, trips or visits, which enrich the curriculum and educational experience of the children, the school invites Parents / Carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not received, a proposed event would be cancelled unless school is able to cover the shortfall. If the event does proceed, each child would be allowed to participate fully, without discrimination and irrespective of financial circumstances.

Parents / Carers have a right to know how each individual trip is funded. The school provides this information on request.

The following is a list of additional activities sometimes organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums
- Sporting activities – sometimes involving transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Musical events

Parents / Carers will be given reasonable advanced notice of proposed visits / activities and school will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant.

3 Residential Visits – Charges

If the school organises a residential visit during 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 educational expenses. However, we do make a charge to cover the costs of board and lodging and may invite voluntary contributions to meet other costs associated with

the visit. Parents / Carers who receive specific state benefits are exempt from charges for board and lodgings and specific details of exemptions will be provided at the time that residential visit details are notified.

Parents / Carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges. Voluntary contribution requests and staged payments may be arranged where contributions are significant.

4 Extra-curricular Tuition

All children study subjects such as music, foreign languages and PE as part of the normal school curriculum. We do not charge for this.

Visiting tutors and specialists offer individual or small group tuition at the school, which is additional to the National Curriculum. We give parents information about availability of this facility and a charge is made for these lessons.

5 Swimming

The school organises swimming lessons for all children during Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity or for associated transport costs.

6 Out of School Clubs and Activities

The school offers a range of out of school clubs and reserves the right to charge for such sessions to help meet their materials and expendables cost.

We may host out of school activities that are provided by third parties. Brookside does not make any financial gain from this, as we believe they offer an opportunity to enrich the interests and experiences of our pupils. Any cost charged by the provider goes directly to them.

7 Uniform

Brookside has a school uniform (see prospectus and website for details) and encourages all children to wear uniform in order that they feel a sense of identity and belonging. Affordable uniform is available directly from school but we recognise parents' choice to source uniform from other outlets to reduce costs.

8 Transport to Extra-Curricular Activities

Parents / Carers may be charged to cover the transport expenses associated with an extra-curricular activity. Charges for transport will be strictly based on covering actual costs with no profit element for the school.

9 Loss / Damage to School Property

Parents / Carers may be asked to meet the costs of repair / replacement of school property lost or damaged as a result of a pupil's behaviour.

10 Equality, Diversity and Inclusion

At Brookside School, we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

11 Policy Review

This policy will be regularly reviewed by the Governing Body and updated annually in line with Brookside Primary School's Policy Schedule.