



**JMAT &
Bramley Sunnyside Junior
School
Charging and Remissions
Policy**

September 2024

Date for Review: September 2025



Our Ambitions

Our senior leaders effectively lead a talented and committed team, who collaborate, learn and motivate each other to offer the very best for our community of Bramley.

We empower all of our children to embrace every opportunity and achieve their full potential through taking *responsibility* of their learning.

It is important to our community that we raise aspirations – building emotional *resilience* to enable them to be confident individuals.

Through a creative curriculum for excellence, we strive for our children to be successful learners, who are ambitious for their own futures.

Our rich and celebratory environments mirror our high expectations we endeavour to instil in all of our children. We take pride in our *respectful* relationships, at every level, placing our children at the heart of all we do.

In an ever-developing technological world, we are very conscious of the influence and lures of social media. Therefore, it is imperative that our curriculum actively educates our children to be knowledge-rich and safely navigate their next steps.

Learning Today... Leading Tomorrow



Responsibility

MAKING GOOD CHOICES, AND
OWNING YOUR ACTIONS AND
LEARNING

- Take pride in your appearance – wearing your correct school and P.E. uniform
- Accept responsibility for the choices you make
- Take pride in your work and our school environment, including equipment
- Be prepared for your lesson – having all your equipment ready
- Focus on your own learning – remaining on task

Respect

CARING ENOUGH TO CONSIDER HOW
WORDS AND ACTIONS IMPACT
OTHERS AND AFFECT EVERYONE'S
LEARNING

- Be polite and well-mannered
- Be kind and consider others' feelings
- Listen without interruption
- Keep yourself and others safe
- Look after your school equipment

Resilient

NOT BEING AFRAID TO WORK
THROUGH CHALLENGES, EVEN WHEN
YOU'RE FINDING SOMETHING
DIFFICULT

- Approach all learning with a positive 'can do' attitude
- Persevere when learning is challenging
- Always try your best
- Accept that failure is necessary for success
- Work hard

Statement of intent

Bramley Sunnyside Junior School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school visits, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

The school will:

- Not charge for education provided during school hours.
- Will inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.
- Always work with families to ensure that no child is disadvantaged.

1. Legal Framework

This policy will have consideration for and be compliant with the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

2. School Meals

A charge is made for pupils not entitled to free school meals.

3. Charging for education

The school will not charge for:

- Admission applications.
- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of RE.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits, if the pupil is being prepared for the resits at the school.

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Music tuition (in certain circumstances).
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

4. Optional extras

The school may charge for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Part of Religious Education

- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that required to take the pupil to school or to other premises where the LA has arranged for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils, e.g. breakfast or out-of-school provision

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Non-teaching staff (including TAs)
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. A subsidy will not be charged for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

5. Voluntary contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. There will be no obligation for parents to make a contribution and parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

6. Music tuition

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.

7. Transport

The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

8. Residential Visits

The school will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

9. Education partly during school hours

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it will be deemed to take place during school hours and no charge will be made.

If less than 50 percent of the time spent on an activity occurs during school hours, it will be deemed to have taken place outside school hours and the school may charge for the activity; however, the school will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

Residential visits: If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, the school will not charge for the activity.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by the school.

Any charges for extended day services will be optional.

10. Damaged or lost items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

11. Remissions

The school will set aside a small fund to enable parents in financial difficulty to send their children on visits and activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the visit or activity cannot be met through assistance funding and voluntary contributions, the visit or activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the school business manager on 01709 542231 or email contact@bsjs.co.uk

12. School visit refunds

All initial deposits for school visits will be non-refundable. Parents will be informed of this when they are provided with initial information about the visit.

In the event that the school has to cancel a visit due to foreseen circumstances, parental contributions will be refunded. In the event that a school visit is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a visit, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the visit, and whether the place on the visit can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a visit the school will have the right to refuse to allow the pupil to attend future visits.

In the event that a pupil cannot attend a visit at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the visit and whether the place on the visit can be offered to another pupil.

In the event that a school visit is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the visit. The school will consider its options, which could include carrying forward the money until the visit takes place, transferring the money to another visit, or refunding parents.

In the event that the decision is made to postpone a visit due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the visit. The school will consider its options, which could include carrying forward the money until the visit takes place, transferring the money to another visit, or refunding parents.

Once visit arrangements have been booked and confirmed, if contributions exceed the total cost of the visit, a refund will be given where the excess is greater than £1 per pupil.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.