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| <i>Policy adopted by Governors</i> | <i>May 1997</i> |
| <i>Policy to be reviewed annually by Finance, Resources & Strategy Team (Website)</i> | <i>May 2024</i> |
| <i>Policy to be reviewed</i> | <i>May 2025</i> |

BOWER GROVE SCHOOL **CHARGING AND REMISSIONS POLICY**

The Governing Body recognises the valuable contributions that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.

This Policy aims to clarify what the school can and cannot charge for in accordance with the Education Act 2011 and advice published by the Department for Education.

Policy Objectives

The objectives of our Charging Policy are:

- To ensure that activities offered in school time should be available to all pupils regardless of their parents' ability or willingness to meet the cost
- To identify those activities for which charges may be asked
- To determine a structure whereby charges may be remitted for parents experiencing hardship
- To invite voluntary contributions in support of any activity organised by the school, either in or out of school hours, but not to exceed the actual cost.

Voluntary Contributions

Voluntary contributions will be sought from parents for activities such as educational visits or activities. All letters sent to parents publicising a particular activity will make it clear that voluntary contributions are being sought.

At Bower Grove School we recognise that:

- Such contributions are voluntary and no parent is under any obligation to make a contribution.
- Pupils will not be treated differently if their parents have not made a contribution
- Parents will be informed of the level of contribution and if financial support proves insufficient, or it cannot be funded from another source, then the activity may have to be cancelled.
- There is no limit set on the level of voluntary contributions sought.

Optional Extras

Charges may be made for some activities known as 'Optional Extras' but must not exceed the actual cost and should be divided amongst the number of pupils participating. This must not include any element of subsidy for other pupils not participating or whose parents are unwilling or unable to pay.

After School Activities

A payment may be requested for activities provided outside of school hours such as Youth Clubs and Sports Clubs.

Charges for Materials Used

Parents will be asked to contribute to the costs of ingredients or materials in practical subjects (e.g. Food Technology/Design Technology) if the parents indicate that they wish to keep the finished product.

Breakfast Club

Parents will be asked to contribute to the provision of a breakfast club.

Breakages and Damage

Parents may be asked to pay a contribution for wilful damage to school property or equipment where this is the result of a pupil's misbehaviour.

Residential

Where a school activity involves pupils in at least one night away from home, a charge for the actual cost of providing board and lodging will be made. In addition, voluntary contributions for transport and activity costs will be sought.

Music Tuition

The school may charge for instrumental and vocal music tuition including charges for tuition in groups. Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. This tuition is an exception to the rule in law that regular music education provided through the curriculum would normally be free.

Remissions

The Governors of Bower Grove School may remit charges either partially or wholly for activities where parents are in receipt of benefits or are experiencing extenuating circumstances. The Governors delegate the authority to the Headteacher to decide individual cases or circumstances in a sympathetic and confidential manner that may arise from implementation of the policy.

Charges for individual pupils will not:

- Exceed the cost of providing the 'optional extra' activity divided by the number of participating pupils (i.e. must not incur a profit)
- Include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to pay
- Include the cost of an alternative provision for other pupils who do not wish to participate