

Beaminster School

Policy and Procedures Statement



TITLE: Charging and Remissions	MANAGEMENT: Headteacher
DATE APPROVED: May 2023	REVIEW DATE: May 2024

As a school we aim to provide the widest range of educational experiences for our students. The Governors believe that the education of students is broadened and enhanced by visits, exchanges, sporting and cultural activities both in and outside school time. It is the school's policy to seek voluntary contributions where they are legally allowed.

Voluntary Contributions

Parents may be asked to make voluntary contributions for school activities. There will be no discrimination against students whose parents do not contribute but an activity may be cancelled if sufficient voluntary contributions are not forthcoming.

Charging During School Hours

Parents will be expected to pay:

- Full costs for individual music tuition
- Board and lodgings costs for residential visits

Voluntary contributions support the following activities:

- Trips and events that would not otherwise be able to take place
- Ingredients and materials for practical subjects (on the assumption that pupils take the finished product home)
- Transport to and from work experience (voluntary)
- Activities referred to in the guidance as 'optional extras' (parental agreement is a necessary pre-requisite)

Charging Outside School Hours

Parents will be expected to pay for activities taking place outside school hours that are unrelated to the syllabus requirements of a prescribed public examination.

Public Examinations

The school will pay for prescribed public examinations where the student has been prepared by the school. This will not include the costs of any re-takes. The Headteacher has the delegated responsibility to decide whether pupils are entered for particular examinations and has the authority to charge for examination entries in certain circumstances.

Parents will be expected to pay for:

- Private entries where the school feels that no entry should be made
- Supervision of private entries
- The cost of re-scrutiny of examination papers where the re-scrutiny is not at the request of the school
- The recovery of fees where, without good cause, the student has failed to complete the examination requirements

Remissions

- £32.75 per year toward the costs of school uniform (details in prospectus and on school website)
- 50% of the cost of a trip including board and lodging if a residential activity takes place during school hours or, if out of school hours, is related to a prescribed public examination syllabus.

The assessment criteria for eligibility for pupil premium deprivation funding is shown at appendix A.

Wilful Damage

Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the cost of repair or replacement.

Hire of School Premises

The school welcomes the use of its facilities outside normal school hours. Charges are levied according to the time of the booking, taking into account costs incurred e.g. Caretaker's overtime and utility charges. Special rates are given to organisations whose members include the school's students. All lettings will be at the discretion of the Headteacher and must comply with conditions outlined on of booking form. Any damage to property incurred must be paid for.

Private Use of School Minibus

The school minibus may be used for private bookings with prior approval of the Headteacher. Approval would be limited to organisations under the Dorset Council umbrella due to insurance restrictions. The school has a laid down schedule of charges which include a contribution towards insurance costs.

Guidance

Guidance for this policy has been drawn from the **DfE Guide to Charging for Activities** (revised May 2018) for Governing bodies and Head Teachers: [Charging for school activities \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/charging-for-school-activities)

Appendix A

A student is eligible for pupil premium deprivation funding if during the past 6 years they have been entitled to free school meals.

Criteria for eligibility for free school meals is as follows

Your child might be able to get free school meals if you get any of the following:

- 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 Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child might also get free school meals if you get any of these benefits and your child is both:

- younger than the [compulsory age for starting school](#)
- in full-time education

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2025.