



Botanic
PRIMARY SCHOOL

Charging and Remissions Policy

Reviewed

March 2024

Charges and Remissions Policy Updated March 2024

The Education Reform Act 1998 establishes that education for registered pupils should be free of charge if it:

- a) takes place in school hours;
- b) is outside school hours but is required as part of the National Curriculum or is part of the statutory religious education.

The only exceptions are:

- a) A charge can be made for tuition provided individually or to a group of no more than four pupils in a musical instrument (but not vocal tuition), even if within school hours (except where it is part of the syllabus of a prescribed public examination or part of the National Curriculum, when it must be provided free.)
- b) The school may charge for materials used in school where the parent indicates in advance that s/he or the pupil wishes to own the finished article which incorporates those materials.
- c) A charge may be made for board and lodgings on a residential trip, provided the charge does not exceed the cost to the school of the board and lodging in question. Transport may also be factored in.
- d) A charge may be made for education provided out of school hours as an optional extra. There should be prior arrangement by the parent regarding the pupil's participation and payment of the charge. The charge in respect of any individual pupil may not exceed the actual cost of providing the activity in question (which may include an element for travel, board and lodging, materials, books, instruments and other equipment, insurance costs, entry fees, etc.) divided equally by the number of pupils participating in the activity.
- e) The charge for a pupil may not include a share of the cost of remission for any pupil for whom the governing body agrees to remit the charge.

VOLUNTARY CONTRIBUTIONS

Voluntary contributions can be requested for any of the school's activities. There is no obligation to make a contribution, and no pupil will be treated differently if no contribution is forthcoming. Parents will, however, be **reminded that the failure to raise sufficient contributions to cover the cost of the activity may cause the activity to be cancelled**. Voluntary contributions invited from parents will not include a share of the cost of remission for any pupil for whom the governing body agrees to remit the charge, nor will they include any element

other than those directly related to substantive costs incurred in providing the activity.

OPTIONAL EXTRAS

Education outside school hours may be charged for. Parents must agree to their child participating and be willing to meet any charge. Any charge made cannot exceed the cost of provision for each pupil. It can include the cost of transport, board and lodging, materials and equipment, and non-teaching staff costs, together with the appropriate proportion of teaching staff costs where a teacher or instructor has been engaged specifically for the purpose of providing the activity. Teachers attached to the school have a contract of employment and no charge can be made to cover their costs, nor costs relating to supply cover incurred as a result of providing the activity.

Instrumental tuition (maximum groups of 3) in school may be charged for. Parents must agree to their child participating and be willing to meet any charge set by the governing body. Any charge cannot exceed the cost of provision for each pupil.

Parents may purchase from the school: school uniform, school meals and school photographs. These must be ordered and paid for in advance.

PARENTAL CONTRIBUTIONS

Throughout the school year parents may be asked to contribute to:

- Clubs (Optional Extra)
- School Meals (Optional Extra)
- Uniform (Optional Extra)
- Snack (Nursery, Y1, Y2) (Voluntary Contribution)
- Instrument Tuition (Optional Extra)
- Educational Visits (Voluntary Contribution)
- School Fundraising Events (Voluntary Contribution)
- School Photographer (Optional Extra)
- Swimming (Yr 4, Yr5, Yr6, Yr7) (Voluntary Contribution)

HANDLING MONEY

Money for all of the above is collected by the class teacher and sent to the office on the same day. Snack money is collected by the class teacher and sent to the Office. Piano tuition money is paid by the children directly to the tutor. Uniform money is paid directly into the office by parents.

VANDALISM/ LOST RESOURCES

Costs incurred through vandalism and damaged or lost school resources will be claimed through Education Authority, Belfast in line with their policy.

HIRE OF PREMISES

The cost for hire of the school premises will be set by the Board of Governors upon application.

REMISSION

The Governing Body will consider as appropriate the question of whether further categories of remission will be set in place within this policy. In doing so, they will take account of the level of subsidy provided by the Parent Teacher Association of the school, along with the availability of funding from the School Budget Share cost centers which relate to activities which may incur charges.

APPENDIX

REGULAR CHARGES – advised annually to appropriate

Pupils School Meals

Snack:

Woodwind Tuition:

Piano:

Subsidies:

Woodwind / Brass tuition – School ‘top-up’ the subsidised fee to meet the reasonable charges applied by EA Music Service (applicable to those children who have been assessed by EA Music Service staff to be most able to benefit from this service.)

Trips- (often assisted by PTA)