



BRUNSWICK SCHOOL, PENRITH

CHARGING & REMISSIONS POLICY

The purpose of this Policy is to ensure that the admission of any child to the school or any school activity within a broad and balanced curriculum is not subject to charge or the parents willingness to make a voluntary contribution.

RELATIONSHIP TO OTHER SCHOOL POLICIES

The policy complements the school's Equal Opportunities Policy, Curriculum Policy and Educational Visits Policy.

All activities that relate to the National Curriculum plus religious education will be provided free of charge including any materials, equipment and transport to take pupils between the school and the activity.

The Governors wish to see the curriculum enriched as far as possible for the benefit of all pupils. They recognise that whatever public funds are made available they are not likely to be sufficient to fund all desirable activities at the required level. Shortfalls in funding are supplemented by voluntary fund raising.

Therefore the school reserves the right to ask for voluntary contributions for the following:

- Outside activities which are arranged as part of the curriculum, e.g. visits to museums
- Activities arranged by the school, e.g. local dance or theatre groups
- Transport costs to take part in out of school activities.

No child will be excluded from activities because his or her parent(s) cannot or will not make a contribution to the cost of the activity.

However, should insufficient funds be available to cover the cost of a trip/activity it may be necessary to look at alternative activities.

Pupils entitled to pupil premium funding may access some of their funding used to support additional activities, visits, coaching or clubs to increase their individual opportunities, develop their talents and improve their overall life chances.

CALCULATING CHARGES

Reviewed: Jan 2026
Due for Review: Jan 2027

Reviewed by: Headteacher/SLT

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Any shortfall will be met from school funds.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

CHILDCARE CHARGES OUTSIDE THE NORMAL SCHOOL DAY.

Wrap around Care and Nursery Care will be charged in accordance with our publicised rates available on the website and should be paid in advance to the school office.

REMISSIONS

In some circumstances, school may not charge for items or activities set out in this Policy. This waiving of charges is called remission. It will be at the discretion of the Governing Body with day to day responsibility delegated to the Headteacher and will depend on the reasons for the charges and the circumstances of the recipients.

Families on a low income who are unable to pay charges should speak to the Headteacher about remission, in complete confidence.

Pupils who are looked after by a local authority are entitled to full remission of some charges. Pupils whose parents or carers are receiving specified benefits which usually equates to pupils being eligible for (income related) free school meals will also be eligible for remission of some charges.

REFUNDS

Refunds shall only be available in the following circumstances:

- If a pupil is not able to take part in an activity due to a clash of activities, planned by the school, for example a sports club on the same day as a music event.
- If a pupil is unable to take part in an activity and gives sufficient notice to the school, any refund of costs obtained by the school will be passed to the parent/carer. This would not include, in the case of a school visit, transport costs as this is generally purchased collectively.
- If voluntary contributions exceed the final costs of any activity, refunds will be made to individual pupils, if the amount is equal to or exceeds £20.00 per head. Any surplus funds of less than £20.00 per head will be paid into a central fund to support future trips and activities.

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- In exceptional circumstances, at the discretion of the Headteacher. Schools reserve the right not to refund costs where a pupil is withdrawn from an activity by the school on the basis of the pupil's behaviour.

MONITORING AND EVALUATION

The Resourced and Staffing Committee of the Governing Body will monitor the impact of this policy by receiving a financial report on any activity requiring significant funding in excess of the voluntary contributions. There will also be a report detailing the financial impact of providing wrap around care and 30-hour provision.

1. The admission of a child to Brunswick School and the formal curriculum offered to a registered pupil is not subject to charge or the parents' willingness to make a voluntary contribution.
2. The Governors wish to see the curriculum enriched as far as possible for the benefit of all pupils. They recognise that whatever public funds are made available they are not likely to be sufficient to fund all desirable activities at the required level. Shortfalls in funding are supplemented by voluntary fund raising wherever possible.

The school reserves the right to ask for voluntary contributions for the following:

- Outside activities/visits which are arranged as part of the curriculum.
 - Charitable Events and Activities
 - Resources for a special day/enrichment activity e.g. Jungle Fun Day.
3. No child will be left out of activities because his or her parent(s) cannot or will not make a contribution to the cost of the activity.

Sam Waugh

Sam Waugh
Headteacher

J Bennett

Jackie Bennett
Co-Chair of Governors

J Osborne

Jan Osborne
Co-Chair of Governors

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