



Brampton Abbots CE Primary School



Bridstow CE Primary School



Oak Meadow Federation

## CHARGING AND REMISSIONS POLICY

### Chapter 3 FINANCE POLICY SUITE

This policy will be reviewed and updated by the Governing Body at least annually.  
All references to 'the school' imply both Brampton Abbots and Bridstow Primary Schools.

Date signed off by Full Governing Body: 15<sup>th</sup> October 2024

Signed Daniel Brearey, Headteacher

Paul Mason, GB Chair

Date next review due: October 2025

## **Introduction**

Our vision is rooted in Psalm 1:3: 'You are like a tree, planted by streams of water that never run dry. Your fruit ripens in its time; your leaves never fade or curl. In all you do, you prosper'. Through our Christian ethos we seek to nurture every child to reach their potential by working together in friendship, growing together in honesty and respect, and flourishing together in happiness. To this end, and in order to create a positive learning environment, it is essential that the budget is well-managed and designed to prioritise spend that enables learners to grow and flourish, and that the financial management systems demonstrate responsible stewardship. With this in mind, this suite of policies aims:

- to reiterate our commitment to openness, transparency and integrity;
- to ensure that the budget provides for optimum staffing levels, sufficient learning resources, good evidence of pupil progress and attainment, and a safe, nurturing learning environment;
- to steward all resources appropriately and achieve value for money;
- to consider exposure to all forms of risk and to mitigate these risks appropriately;
- to adhere to legal and audit requirements and any local authority policies.

This policy suite contains the following chapters:

[Chapter 1](#): Financial controls

[Chapter 2](#): Alternative income sources including lettings

[Chapter 3](#): Charging and remissions

[Chapter 4](#): Disposal of assets

Other key school documents to refer to include the finance procedures, the Estates Management policy suite and the staff terms and conditions documents.

## **Complaints and whistleblowing**

Complaints should follow the procedures as set out in the Complaints Policy on our website. Staff members also have a responsibility to raise any concerns in line with our whistleblowing policy.

## **Compliance**

This policy is set out in line with the [School and Standards Framework Act \(1988\)](#), noting especially the rules in Chapters III & IV on the governing body's responsibilities for school conduct, school premises and budgeting, and all other relevant legislation and statutory guidance (see Appendix 1).

## **CHAPTER 3: CHARGING & REMISSIONS**

### **3.1 Introduction**

We do not charge for any activity undertaken as part of the National Curriculum. There are some charges relating to school trips, residential visits, transport to and from swimming lessons, some after-school clubs, and music tuition (where this is not part of the National Curriculum). With the exception of music lessons which are invoiced directly by peripatetic music teachers, these charges are requested on a voluntary basis. Parents/carers in receipt of state benefits and pupils for whom the school receives Pupil Premium funding are exempt from these charges. Those whose children do not attract Pupil Premium funding and who wish to apply for support may request an application form from the School Administrator. The headteacher may make a discretionary subsidy available to other pupils whose families are unable to fund the full cost. Where insufficient contributions have been received, we may have to cancel a school trip or a residential visit and seek to cover the curricular aspects of the trip or visit in other ways. Parents/carers have a right to know how each trip is funded, and we will provide this information on request.

Pupils will not be treated differently based on the level of contribution which their parents/carers have paid for their participation in school trips.

### **3.2 School trips**

School trips are organised to enhance pupils' educational experience and enrich the curriculum and are subsidised by the school. This could include museum or theatre visits, musical or sporting events or outdoor adventure activities.

School trips are expected to be self-financing, and any surplus income over expenditure greater than 20% of the cost of a trip will be refunded to parents/carers.

### **3.3 Residential visits**

If we organise a residential visit in school time (or mainly in school time) which relates directly to the National Curriculum, no charge is made for the educational element or travel expense, but we do invite a contribution towards the costs of board and lodging.

### **3.4 Swimming**

We organise swimming lessons for all children in Key Stage 2, which take place in school time and are part of the National Curriculum; voluntary contributions are invited towards the cost of transport. We inform parents/carers when these lessons are due to take place and seek their written permission for their children to take part.

### **3.5 After-school clubs**

Some after-school clubs (e.g. additional sports coaching run by qualified coaches who are not members of staff) attract an additional charge towards the additional cost of qualified coaching.

### **3.6 Music tuition**

Peripatetic music teachers who are accredited by Encore (the Herefordshire Music Service) charge parents/carers directly for individual lessons and for instrument hire.

### **3.7 School meals and milk**

Parents whose children are not eligible for free school meals are asked for a contribution towards the cost of lunch.

Milk is provided free of charge to pupils under the age of 5. Pupils in Reception who reach the age of 5 may continue to have milk at a subsidised rate, paid for by parents. School milk is also provided free of charge to those pupils in receipt of benefits-assessed FSM whose parents request it.

## **Appendix 1: Legislation and Statutory Guidance**

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[School and Standards Framework Act \(1988\)](#)

[Section 21 of the Education Act \(2002\)](#)

[School and Early Years Finance \(England\) Regulations \(2021\);](#)

[Statutory guidance on financing maintained schools \(23 April 2021 update, issue 13\)](#)

[Statutory guidance on capital funding for schools \(2021 update\);](#)

[Statutory guidance on capital funding for voluntary-aided \(VA\) schools \(2014\);](#)

[Guidance for the governing body on meeting its Schools Financial Value Standard obligations \(June 2021 update\);](#)

[Guidance on submitting a land transaction proposal](#) (which replaces the guidance on protecting, transferring and disposing of school land and property, which was withdrawn in February 2021)

[Local Authority's Financial Procedures.](#)

[LMS and Finance Section of Herefordshire Council](#)