

THE BROOK SPECIAL PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Introduction

- The Brook does not charge for the daily education of students.
- This policy is monitored by the governors' Finance, Premises and Personnel (FPP) Committee, and will be reviewed as outlined in the Committee's Terms of Reference.

Prohibited Charges

In accordance with legislation, governors ensure that charges are not made for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the curriculum, or part of a syllabus, or part of religious education
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the schools basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip
- transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport
- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated
- transport provided in connection with an educational trip

Voluntary contributions

- When organising school trips, educational visits or residential school journeys in school time - or mainly in school time - the school encourages parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions planned educational visits may have to be cancelled, (although this would be unusual since the school always tries to honour the carrying-out of such trips in the best interests of students).
- On occasion the school can consider Pupil Premium funding for students whose families are eligible for free school meals, (*see 'Remission's section below*). Trips, educational visits and residential school journeys may, therefore, include students whose parents have not paid any contribution. We do not treat these students differently from any others.
- The school will periodically ask for contributions towards the cost of ingredients for cookery lessons, but again these are entirely voluntary.
- All students study music as part of the school's curriculum delivery. The school does not charge for music lessons.

Remissions

- Students of parents registered as eligible for free school meals (FSM) can receive a free school meal. Primary pupils in Key Stage 1 also receive free school meals. Other parents must pay for meals unless they choose to send in a packed lunch for their son/daughter. School meal costs are published annually to parents.
- Parents of students registered as eligible for FSM at any point in the last 6 years, (or parents of looked after, adopted or in-care students), may be offered assistance in paying for day or residential trips for their son/daughter through the Pupil Premium, (*see below*). Costs are published annually to parents.
- The Pupil Premium can also assist in purchasing a school uniform for eligible families. School Uniform takes the form of a royal blue sweatshirt, cardigan or fleece with the logo embroidered on it, with white polo shirts and black trousers or skirts. Although we would love to see all our pupils in the uniform, we are obviously well aware that some of our pupils may not wish to wear parts of it for sensory or access reasons– we therefore accept that pupils may prefer sweat pants instead of trousers and tee shirts instead of polo shirts. Please let us know if your child is uncomfortable wearing the uniform.
- Costs are confirmed annually and interested parents informed.
- In addition, The Brook, through the PE and Primary Sports Funding commissions coaches for after school and weekend activities. Costs can be assisted by the Pupil Premium and Personalised Budgets.

Parents in receipt of one or more of the credits listed below can qualify for a Free School Meal:

- Income Support (IS);
- Income-based Jobseekers Allowance (IBJSA);
- Income-related Employment and Support Allowance
- Assisted as an Asylum Seeker under part VI of the Immigration Act 1999;
- Annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190.
- The guaranteed element of State Pension Credit;
- Child Tax Credit only, provided they are not entitled to Working Tax Credit and have an
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit. Free School Meals can be paid for those four weeks.