CHARGING AND REMISSIONS POLICY

Introduction

The Bridges Federation is made up of three schools; Snowsfields, Tower Bridge and Robert Browning. All three are inclusive schools offering equality of opportunity to all pupils within the school. We aim to provide a broad and varied range of experiences for the pupils. This may include trips, visits and the use of visiting groups. The Governing Body recognises the valuable contribution that a wide range of activities can make to a child's development.

Voluntary Contributions

When organising school trips, activities or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. These contributions are to enable an activity to take place and enhance the children's education. They will cover the cost incurred and not make a profit. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against and will be included if the activity goes ahead. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Prohibition of Charges

The school is prohibited from charging for the following:

• Education provided during school hours or outside school hours if it is part of the National Curriculum

• Education provided on any trip as part of the National Curriculum

• Transporting pupils in connection with an educational trip

Charges

There is a charge for Breakfast Club, After School Club and some extra-curricular clubs in order to cover the costs of materials, wear and tear to equipment and payment to staff and sports coaches.

Instrumental tuition for individual pupils or for pupils in groups (which is not part of the national curriculum)

Late Collection Fines

All children must be collected promptly at 3:30 pm. Late collection is not acceptable and must be avoided, as it impacts staffing and safeguarding procedures. This charge is applied to cover the additional staffing and supervision required to ensure children remain safe while on site.

If a child is collected late, on the first occasion, a warning will be issued. Any subsequent late collections will incur a charge of £25.00 per child, per occasion.

If your child attends an after-school club, they must be collected promptly at 4:30 pm. A warning will be issued for the first late collection. Any further lateness will result in the club place being withdrawn and a charge of £25.00 per child, per occasion.

Once issued, fines must be paid within one week.

Residential Visits

A charge will be made for the cost of board and lodging and the charge will not exceed the actual cost of provision. Other expenses, including transport costs and activities are met by voluntary contributions.

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- 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)

These criteria are aligned with eligibility for free school meals.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Remissions

The school may wish to reduce or remit charges to particular groups of pupils and may decide not to request voluntary contributions.

The school will make every effort to support a child's participation in an activity where parents are undergoing financial difficulties. Individual cases should be discussed in complete confidence with the Head Teacher.

Parents should speak in confidence to the Headteacher if they are experiencing any financial difficulties.

For further information see DFE advice - Charging for School Activities