



Charging and Remissions Policy

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For further advice and guidance in relation to this policy, please contact HR ONE at hrdirect@devon.gov.uk or on 01392 385555.

**This policy was adopted by the Governing Body of
Bradley Barton Primary School and Nursery on Monday 14th October**

This policy was reviewed on 30th September 2025

Date of next review: September 2026

CHARGING AND REMISSIONS POLICY

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfES guidance.

School times of the day

	Time	Main gate	Car Park	Scooter gate
Entry	8:40 – 8:45	1, 3, 6		
	8:45 – 8:50		2, 4, 5	Reception
	9:00			Nursery
Exit	15:00			Nursery
	15:10	1, 3, 6		
	15:15		2, 4, 5	Reception

The lunchtime break does not form part of the school day.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example field trips.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it maybe necessary to curtail or cancel activities].

From time to time we may invite a non-school based organisation such as a visiting drama group or storyteller, to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example Torquay United Football Club and theatre visits. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible

benefits.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Breakfast Club

Our Breakfast Club aims to care for the children of Bradley Barton and support their families before school during term time. Bradley Barton's Breakfast Club seeks to work in partnership with all families, in providing high quality care and education programmes for children. We ensure all children are in a caring environment, which enables them to learn and develop through their play and socialisation with other club members. We aim to provide a happy, safe and stimulating environment for all children to play, learn and develop.

We encourage the children to foster a positive attitude and respect for both themselves and other people. Children will be expected to keep themselves and others safe and follow behaviour guidelines.

This club is run on a non-profit basis, with the charges in place used to fund the staffing required and the consumables used by the club. Due to the popularity, we are currently able to offer the clubs to our parents, as they are financially viable.

Breakfast Club Fees are: -

Breakfast Club - £4.50 per session per child starting at 7:30

- £3.50 per session per child starting at 8:00

The school reserves the right to amend these charges termly. There is a discounted rate for staff when their children attend.

Calculating charges

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 or won't.

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

Pupil Premium Funding

Pupil premium funding should be used to cover the cost of enrichment activities, school trips and residentials for disadvantaged pupils as long as this use of funding is having a positive impact on learning. In exceptional cases, the school will consider funding a pupil's place after taking into account the circumstances at the time, and, at the discretion of Headteacher or alternatively strategic leadership team.

Eligible benefits

- 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