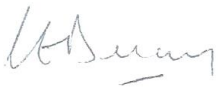
Bellevue Place
EDUCATION TRUST

Rutherford House School
LEARN ENJOY SUCCEED

Charging and Remissions Policy

Signed:	
Chair of Trust Board:	Claire Delaney
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Bellevue Place
EDUCATION TRUST

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1. **Bellevue Place Education Trust – Our commitment**

Learn, Enjoy, Succeed

BPET is a growing family of autonomous schools that strive for excellence for the communities they serve. Our staff are empowered to balance academic rigour and curricular breadth to inspire confidence, creativity and respect. Our pupils are at the heart of everything we do as to LEARN, ENJOY and SUCCEED.

LEARN
We offer a breadth and ambition of provision that supports an exceptional academic education, nurturing every child's learning journey – regardless of ability, background or special educational needs – and helping them develop a lifelong passion for learning.

ENJOY
We believe learning should be enjoyable, and that through this enjoyment children develop life-long learning habits. We achieve this by creating opportunities for all children to reach their full potential at school, and to enjoy school life – helping to ensure pupils grow into happy, independent and confident learners.

SUCCEED
We strive for excellence, aiming to ignite ambition, aspiration, pride and a desire to contribute to society. We prepare our pupils to approach life with confidence, purpose and integrity.

Working together: the BPET way
We achieve far more by learning, supporting and collaborating within and across our network of schools and communities. We do so with an unwavering and shared commitment to equality, diversity, inclusion, and respect.

2. **Rationale**

BPET is required to formulate a charging policy for our schools which enshrines fairness and equity and which upholds the principles of inclusion and curriculum access.

3. **Aim**

The aim of this policy is to set out what charges will be levied for various activities, what remissions will be implemented by the BPET Board and the circumstances under which voluntary contributions will be requested from parents and carers.

4. **Admissions**

The school **does not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part its admissions process.

5. **Education provided during school hours**

Subject to the limited exceptions outlined in this policy, the school **does not** charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

6. **Education provided outside of school hours**

No charge will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school or part of religious education.

7. School meals

The school **does not** charge for school meals where the pupil is eligible for free school meals or infant free school meals.

Pupils who are not entitled to free school meals **will** be charged.

8. Prescribed public examinations

The school **does not** charge for entry for a prescribed public examination (including re-sits) if the pupil has been prepared for it by the school.

However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the school **may** seek to recover the fee from the pupil's parent/carer.

9. Materials, books, instruments or equipment

The school **may** charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.

Such charges **will not** exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made and the amount.

10. Music, instrumental or vocal tuition

The school **may** charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the pupil's parent/carer. This applies to individual and group tuition.

The charges **will not** exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.

No charge will be made if the tuition is:

- provided to a pupil who is looked after by a local authority; or
- provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the pupil is being prepared by the school.

11. Transport

The school **does not** charge for:

- transporting pupils to or from the school's premises where the local authority has a statutory obligation to provide transport
- transporting pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination by the school
- transport provided in connection with an educational visit

12. Residential visits

The school **does not** charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school or is part of religious education
- supply teachers to cover for those teachers who are accompanying pupils on a residential visit

The school **will** charge for board and lodging relating to residential visits (see **section 13**).

13. Optional extras

The school **does** charge for 'optional extras'.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

Optional extras include:

- education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school or part of religious education
- examination entry fee(s) if the pupil has not been prepared for the examination(s) by the school
- other transport (outside of that outlined in **section 11**)
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

In calculating the cost of an optional extra an amount **will** be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- the cost of buildings and accommodation
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, which includes supply teachers engaged specifically to provide the optional extra
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge for an optional extra **will not** exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It **will not** include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

For BPET schools with nurseries and preschools, parents will be invoiced in advance for the services provided. The free childcare entitlements do not include the costs of meals, consumables (such as nappies or sun cream), extended hours, or additional activities like trips, which will be chargeable. BPET will apply a fee to cover these additional costs.

14. Voluntary contributions

The school may ask parents/carers for voluntary contributions for the benefit of the school or any of its activities during school hours which would not otherwise be possible

Where it is intended that an activity is to be funded by voluntary contributions, the Headteacher will ensure that parents/carers are made aware at the outset that:

- the activity cannot be funded without voluntary contributions
- there is no obligation to make any contribution
- if insufficient voluntary contributions are raised to fund the activity, and the school is unable to fund it from some other source, then the activity will be cancelled

No pupil will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

15. Refunds

Request for refunds for activities will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Headteacher. If approved, refunds will be processed via the original method of payment.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school on the basis of a pupil's breach of the school's behaviour policy.

16. Damage to property and breakages

If a pupil or parent/carer wilfully or recklessly damages school property, the school may charge those responsible for some or all of the repair or replacement costs.

If a pupil damages property belonging to a third party and the school incurs a charge, the school may pass on some or all of the cost to those responsible.

If it can be proven that a pupil or group of pupils deliberately caused damage to school property or resources, a charge will be made to the parents to cover the cost of repair or replacement. Accidental breakage will not result in a charge unless the child failed to follow previously stated safety procedures. If payment is not made, the school may withhold additional resources from being sent home.

17. Charges for late collection of children

The school may charge parents/carers for the cost of after-school club/other childcare or provision for staff supervision where a child is not collected from school within a reasonable time after the end of the school day or after a school activity.

Set out the charges proposed: e.g., a charge of £[x] for every 10 minutes late after the first 15 minutes (note that charges should reflect the actual costs incurred).] The school understands that emergencies and unforeseen circumstances can arise and will not impose a charge for a one-off unavoidable incident.

18. Remissions

Parents/carers who can prove they are in receipt of the following benefits **may** be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and has an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit

19. Complaints

Complaints regarding this policy or its application should be raised under the BPET Complaints Policy and procedure.

20. Review

This policy will be reviewed every three years by BPET unless there is a change in legislation that requires a more frequent review.

21. Approval by the Bellevue Place Education Trust Board

This policy has been formally approved and adopted by the BPET Board.

22. Monitoring and Evaluation

BPET will review this policy statement annually and update it in consultation with key staff, in line with current best practice as s/he considers necessary.