



CITY OF BIRMINGHAM EDUCATION DEPARTMENT

**BASKERVILLE SCHOOL**

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## **CHARGING AND REMISSIONS POLICY**

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**Date Reviewed:** August 2025

**Next Review:** August 2026

## **VISION STATEMENT**

To provide an outstanding, inclusive educational provision, to prepare students for a fulfilled life.

### **1. INTRODUCTION**

Baskerville School is committed to providing quality education based on equality of opportunity, access, and outcomes. This means all students have an entitlement to:

- Participate fully in the school curriculum
- Contribute to all aspects of school life
- Be valued partners in the process of education

#### **Our aims:**

- Make school activities accessible to all students regardless of family income
- Encourage and promote external activities which add educational value
- Provide activities at minimum cost to parents, students and the school
- Support families on low income without creating unexpected budget burdens

We link activity planning to our annual budget cycle, considering:

- Educational value relative to student age and needs
  - Cost-effectiveness of activities
  - Funding methods and processes
  - Alternative ways to meet educational aims
  - Local facilities and opportunities
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### **2. WHAT WE DO NOT CHARGE FOR**

**School will NOT charge for:**

#### **Admissions**

- No charge for school admission

#### **School meals**

- No charge for students entitled to free school meals
- No charge for residential students

### **Public examinations**

- Examinations that are part of the curriculum
- Examinations on the school's approved list where students have been prepared by the school

### **Activities during school hours**

- All curriculum activities during school time
- Educational visits that support curriculum subjects
- Religious Education activities

### **Activities outside school hours (when they are):**

- Part of the National Curriculum
- Part of a public examination syllabus the student is prepared for at school
- Part of Religious Education

### **Residential visits**

- Educational content during school hours
- Educational content outside school hours if it's curriculum-related
- Supply teacher costs for staff accompanying students
- Travel costs for activities within school hours

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## **3. WHAT WE MAY CHARGE FOR**

### **School meals**

- £2.30 per day for students not entitled to free school meals (set by Governing Body)

### **Materials and equipment**

- Books and materials that parents wish students to keep (cost advised in advance)

### **Optional extras including:**

- **After-school clubs and summer schemes**
- **Educational activities outside school time** that are NOT:
  - Part of the National Curriculum
  - Part of a public examination syllabus
  - Part of Religious Education
- **Transport** not provided to take students to/from school or official premises
- **Board and lodging** on residential visits (up to actual cost)
- **Examination entry fees** if student has not been prepared at school

### **Music tuition**

- Individual or group music lessons (when not part of National Curriculum or examination syllabus)
- Cost depends on group size, duration, and instrument type

### **Damage to property**

- Wilful damage to school property
  - Damage to third-party property where school has been charged
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## **4. HOW CHARGES ARE CALCULATED**

### **Charging principles:**

- Charges will not exceed actual costs
- Costs divided equally among participating students
- No subsidising from other students whose parents cannot or will not pay
- Head Teacher and Finance Committee approve all charges
- Parent agreement required before organising chargeable activities

**Cost calculations may include:**

- Materials, books, instruments, or equipment
  - Non-teaching staff costs
  - Teaching staff engaged specifically for optional activities
  - Proportional costs for specialist music tutors
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## **5. RESIDENTIAL VISITS**

**Board and lodging charges:**

- May charge up to full actual cost
- Applies whether activity is in or outside school hours
- Parents informed of costs before visit
- Eligible families may be exempt (see remissions section)

**Travel charges:**

- Apply when residential activity is outside school hours
  - Calculated per student unit cost
  - May not apply to students entitled to remissions
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## **6. REMISSIONS AND FINANCIAL SUPPORT**

**Families receiving the following benefits are entitled to remission of charges:**

- **Universal Credit**
- **Income Support**
- **Income-based Jobseeker's Allowance**
- **Income-related Employment and Support Allowance**
- **Support under Part VI of the Immigration and Asylum Act 1999**

- **Guaranteed Element of State Pension Credit**
- **Child Tax Credit** (during any remaining transitional period)
- **Working Tax Credit** (during any remaining transitional period)

*Note: Child Tax Credit and Working Tax Credit ended on 5 April 2025 and have been replaced by Universal Credit. Any references to tax credits apply only during transitional arrangements.*

**Process:**

- Applications handled confidentially
- Head Teacher and Chair of Governors authorise remissions
- School may choose to subsidise activities for certain students
- Decisions made by Governing Body and Head Teacher

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## **7. VOLUNTARY CONTRIBUTIONS**

**Governing Body may request voluntary contributions for:**

- General school funds
- Activities that enrich students' education

**Important principles:**

- No obligation to contribute
- No pressure applied to parents
- Activities requiring voluntary funding will be clearly identified
- If insufficient funding received, activity will be cancelled
- All money returned if activity cancelled

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## **8. FAIR ACCESS POLICY**

**Baskerville School ensures:**

- No student excluded from activities due to parents' inability or unwillingness to pay

- Insufficient funding results in activity cancellation, not exclusion of individual students
  - Fair access and treatment for all students
  - Confidential handling of financial difficulties
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## **9. COMPLAINTS AND APPEALS**

Parents who wish to complain about charging decisions should follow the school's complaints policy. Appeals regarding remissions should be directed to the Head Teacher in the first instance.

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## **10. POLICY REVIEW**

This policy is reviewed annually by the Governing Body to ensure:

- Compliance with current legislation
  - Alignment with school budget planning
  - Fair and transparent charging practices
  - Support for families on low income
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### **Contact Information:** Baskerville School

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*This policy complies with sections 449-462 of the Education Act 1996 and current DfE guidance on charging for school activities.*