

SUNNYMEDE JUNIOR SCHOOL

# CHARGING AND REMISSIONS POLICY



Ratified by Governing Body: June 2016  
Review: Every 3 years  
Review date: June 2019

## Record of Policy Review

### Charging & Remissions Policy

Review date	Headteacher's signature	Chair of Governor's signature
July 2013		
June 2016		
June 2019		

**Employees and Governors were consulted on this document.**

**The Policy was formally adopted by the Governing Body of Sunnymede Junior School in April 2013**

This policy aims to:

- explain to parents/carers when charges will be levied for school activities;
- explain to parents/ carers when voluntary contributions will be requested ;
- ensure that all pupils have access to all aspects of school life, regardless of their ability to pay, by clarifying the circumstances when financial support may be requested by a parent/ carer.

This policy has been compiled in line with DFE requirements and in accordance with The Education Act, 1996 and The Education Reform Act 1998.

The provision of education during the normal school day, that is undertaken as part of the National Curriculum, is provided free of any charge to parents or carers, or if takes place outside school hours but is required as part of the National Curriculum. However, there are some exceptions and the following guidance reflects this.

### **Voluntary Contributions**

Voluntary contributions can be requested by the school for any activities that take place during school hours which incur an additional cost to the school. Voluntary contributions requested of parents will be equal to the cost per child of the activity and will not include a share of the cost of remission for any pupil for whom the Governing Body agrees to remit the charge. Parents / carers who make contributions will never be asked to subsidise those who do not. The contribution requested will not include any element other than those directly related to the substantive costs of providing the activity.

Although there are some occasions when the School may decide to incur the full cost of a planned activity, the Governing Body will usually request a contribution for off-site activities (including day trips), and visitors to the school who make a charge and other such activities. We will always request voluntary contributions for swimming lessons.

There is no obligation to make a contribution, and no pupil will be treated differently or excluded from an activity if a contribution is not made. However, the school does not have funding available to subsidise significant shortfalls in contributions. Under these circumstances, any activity attracting insufficient contributions of will be cancelled, at the discretion of the school. Parents and carers will be reminded in advance that the failure to raise sufficient contributions to cover the cost of the planned activity may cause the activity to be cancelled. When the School is aware of significant lack of contributions for a particular trip, a reminder letter may be sent to all parents / carers, regardless of whether they have made a contribution. This letter will advise them of the likelihood of an activity being cancelled and asking for any parents to make contributions where they have not done so in order for the trip to remain viable. No parent will be singled out individually for failing to make a contribution.

### **Residential Visits**

At present, the school runs one four night residential visit which takes place in Year six. Parents/ carers will be charged for the cost of board and lodgings, the substantive cost of the trip. They will also be asked to make a voluntary contribution equal to the cost per child of transport, admission fees etc.

Where an eligible family claims remission in respect of board and lodgings, they will still be requested to make a voluntary contribution to cover the additional costs of the trip.

Bearing in mind the cost of a residential activity, it will not be possible for the trip to go ahead if sufficient contributions are not made and this decision will be made by the school. For the trip to be financially viable, all parents/carers will need to make a voluntary contribution equal to the cost of transport, admission fees etc. and all eligible parents/ carers will need to pay the cost of board and lodging in full. Such payments will need to be made sufficiently in advance in order for the school to make cancellations at no cost to the school, where a trip is not viable.

The school gives approximately seven months' notice to parents of residential trip costs. This offers parents/ carers the chance to set up a personal payment plan to enable them to spread the cost of the trip over a few months. Parents/carers should contact the school office to discuss a plan that suits their financial situation.

### **Extra-Curricular (Optional) Activities**

The school makes available a range of extra-curricular, optional activities to enhance learning. Sometimes these are provided by members of staff and sometimes by outside agencies. Where the club is provided by an external provider, a charge for these will be made and paid directly to the outside agency. Examples of such activities include:

- Individual / small group music tuition
- Clubs provided by external providers e.g. karate, basketball, gymnastics

A contribution will not be requested for extra-curricular provision where this is provided by school staff, unless an additional cost is incurred e.g. for resources not normally available to school. However, parents/ carers will always be informed of this before they are required to give consent for their child to take part in the activity. In essence, parents must agree to their child participating in these activities.

In respect of music tuition, no charge may be made for music tuition provided in groups of five or more, or where the tuition is part of the School's National Curriculum provision.

### **Optional Extras**

From time to time, activities will be organised out of school hours to enhance the life experiences of pupils e.g. theatre trips. As these are not part of the normal school curriculum, they must be self-financing and pupils will be charged an amount equal to the cost incurred for each individual.

### **Clothing and Equipment**

Although no charge can be made for equipment that is to be used in connection with education during school hours, clothing is specifically excluded from The Education Act from the definition of 'equipment'. Parents/carers are, therefore, requested to ensure that their child comes to school with appropriate clothing to participate in all aspects of the National Curriculum. This includes:

- P.E. kit appropriate to activities and the weather
- Aprons / shorts to protect their uniform during practical activities such as painting
- Suitable clothing for local trips and visits

Text books are available for use free of charge within school hours. Equipment used by children on a daily basis (e.g. stationary such as rulers, pens, rubbers, coloured pencils) will always be provided by the school. However, as children enter the junior school, children often choose to bring in their own such equipment, as this is a sign of their growing independence. The school will happily provide a list to parents of such equipment that it is appropriate for them to bring to school, though the school will make it clear that this is optional and never expected.

When children are issued with their 'pen' licence, they are given a school pen to use. However, some children may prefer/choose to buy a pen of a superior quality. The school facilitates this by selling roller ball pens, available in the school office, at a cost of £1. These are sold at cost. Again, this is purely optional, as a school pen will always be provided. From time to time, other support materials may be offered to parents (on an optional basis) at cost.

### **Charging for Finished Products**

A charge may be made to cover the cost of materials / ingredients for subjects such as art, design or food technology if a child or parent wishes their child to bring home the finished product.

### **Breakages, Damages and Loss of Property**

Parents/carers will be asked to meet the cost of damages or breakages to, or loss of, property where this is known to be a deliberate act. This will include the cost of deliberately damaged, defaced or lost reading and/or library books. The charge will be calculated to cover no more than the cost of replacement or repair of the equipment, or such lower cost as the Headteacher may decide.

### **Miscellaneous Charges**

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing multiple documents under the Freedom of Information Policy (see Freedom of Information Policy for specific charges)

### **Remissions**

On request, and in line with DfE policy guidance (26th April 2012), the School may assist with board and Lodging costs on residential visits for anyone in receipt of the following:

- Free School Meals
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (provided they do not also receive Working Tax Credits and have a family income, assessed by the Her Majesty's Revenue and Customs, that exceeds £15,575 (Financial Year 2008/2009);
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

The School will let parents/carers know if they are in receipt of the above and wish to seek remission. Such requests will be dealt with in the strictest of confidence. In exceptional circumstances the Governing Body may agree to remit the full cost of a residential visit.

In respect of all other activities for which the School either levies a charge or requests a voluntary contribution, the Headteacher and/or Governing Body may decide not to levy a charge, if they decide that this will considerably benefit the outcomes for a given child.

If a family is having difficulty making payments regarding payments, parents/carers are encouraged to contact the Headteacher, in confidence, to discuss the matter. Children experiencing financial difficulties or on free school meals can be supported via pupil premium funding or the school's contingency fund, though this always at the discretion of the school.

The school retains the right to cancel any trip or activity if parental contributions do not sufficiently cover the cost.

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