



Freegrounds Junior School

Charging and Remissions Policy

Date of last review:	Autumn 2018
Date approved by Governing Body:	Autumn 2018
Date of next review:	Autumn 2020
Committee responsible for implementation and review:	Policies working party
Signed _____	Chair of Governors

This Policy addresses all areas where a charge is currently made or requested from parents/carers for activities within and outside of school hours.

Aims:

- To ensure the right to free education for all pupils.
- To enable equality of opportunity for all pupils to participate in school based/organised activities.
- To identify those activities for which charges may be levied.
- To ensure that school time activities incurring a cost are available to all pupils regardless of parental ability/willingness to contribute to their cost.
- To determine which charges will be remitted for parents/carers.
- To ask for contributions from parents/carers towards the cost of identified activities.
- To ensure that individual responsibilities for the implementation of the charging policy are clear.
- To help determine budget allocation to ensure the above aims.

School Lunches

The expectation is that lunches will be booked and paid for in advance. The school will contact parents/carers and invite them in for a discussion should payment in arrears exceed £11.50 or more. The school will look to support parents/carers by signposting them to possible support if they are in financial hardship ie. Free school meals/pupil premium funding, details of which are on the HCC website.

Music Tuition

The Governing Body will charge for music tuition where provision necessitates the employment of teaching staff to provide the tuition and where the tuition is not part of the normal school music curriculum but is offered as an optional extra i.e. Hampshire Music Service peripatetic tuition and where pupils are taught individually or in groups.

A charge is made in advance for parents who wish their children to receive small group instrumental tuition. These fees must be paid within two weeks of the beginning of each term. The full annual fee is payable irrespective of the child ceasing lessons during the year. Children in Care are entitled to free tuition. The remissions policy (see below) applies to musical tuition.

Remissions including Residential Visits

No charges will be made for

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for prescribed public examination that the pupil is being prepared for at the school, or

part of the school's basic curriculum for religious education

- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- Education provided on any trip that takes place during school hours. However, Governors have agreed that voluntary contributions will be requested.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip (e.g. swimming).

Activities for which charges may be made

- Activities outside school hours- Non-residential activities (other than those listed above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Payment for residential activities will be in two parts. We will make a charge to cover board and lodging costs. This will not exceed the actual costs incurred. We will seek to cover the other costs of the trip: transport, tuition and supervision (where not provided by school staff) by voluntary contributions.
- Breakages: Parents will be asked to pay the full cost or a reasonable amount towards the cost of replacing a broken window or repairing damage to the building/grounds, furniture and fittings, fire extinguishers, defaced, damaged or lost books/materials where this is the result of poor pupil behaviour.

Parents in receipt of certain benefits (listed below) may not be charged for board and lodging costs.

- Income Support;
- Income-based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999; or,
- Child Tax Credit, Universal Credit (but **not** Working Tax Credit), and have an annual taxable income that makes families eligible for free school meals (If families receive Working Tax Credit, they are not eligible for free school meals)

In the case of financial hardship the headteacher has the discretion to discuss splitting costs and the timescale of payment with the parent so the child does not miss out on activities. All contributions must be received prior to the visit.

Where there are insufficient voluntary contributions to make the activity possible then it may be cancelled.

Extra Curricular Clubs

A charge may be levied for participation in extra curricular activities to meet the costs of materials and staffing needs. An option will be given for those families in receipt of pupil premium funding for the charge to be covered by the school. Children who attend Pippins after school club will be exempt from charges for school run after school activities on the same night that they attend Pippins.

School Performances

When school performances incur additional production costs, a small charge may be made.

Responsibilities

- Authority for the day-to-day management of the fund will be devolved to the Headteacher who will determine the proposal of costs of an activity.
- Staff organising activities must do so within the provisions of this policy. Plans, at the draft stage, should be submitted to the Headteacher for consideration and approval.

- The Governing Body has the responsibility for monitoring and evaluating the implementation of the policy.
- The Headteacher will ensure that free copies of this policy are available to parents and other parties.
- Parents/carers will be notified of any changes made to this policy.

Equal opportunities

This policy will operate in accordance with the school's equal opportunities, race discrimination, inclusion, curriculum and finance policies.

Monitoring and review

This Policy will be reviewed and an impact assessment carried out by:

- Using the Governing Body policy evaluation tool
- Ensuring the school is inclusive for all children in the areas covered by this policy
- Ensuring no parent/carer pays more than the actual cost incurred
- Ensuring financial support is given to families where appropriate