

# OCKLYNGE JUNIOR SCHOOL



<b>POLICY DOCUMENT</b>	Charging and Remissions Policy
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Lead Governor if applicable	
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School website Staff Information Folder	Staff Drive/Governors' Drive
Chair of Governing Body signature	
Purpose	
Supporting documents if applicable	

## **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

We acknowledge that the school must meet the statutory requirements laid down in the 1996 Education Act relating to charging for educational activities. We concur with the objectives behind this aspect of the Act which are detailed below.

### **The objectives of the charging provisions in the 1996 Education Act are:**

- to maintain the right to free school education
- to establish that activities offered wholly or mainly during normal teaching times should be available to all pupils regardless of their parents' ability or willingness to help meet the cost
- to emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give the LEAs and schools the discretion to charge for optional activities provided wholly or mainly out of school hours
- to confirm the right of LEAs and schools to invite voluntary contributions for the benefit of the school, whether during or outside school hours.

### **Philosophy**

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' /carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### **Definition**

The school day is defined as 8.50am-3.20pm. The midday break does not form part of the school day.

## **Responsibilities of Headteacher, other staff and governors**

The Headteacher, staff and governors will ensure that the following applies

### **1. No charges will be made for:**

**General Education** - There will be no charge for the general education or religious education provided during normal school hours. However, voluntary contributions will be asked for in respect of any special events or activities which are planned to enrich the normal curriculum planned for the children. (see below under visiting groups and individuals)

### **2. Charges are made to cover other activities as follows:**

**Individual or small group Music Tuition** - A charge will be made for instrumental tuition which is additional to the requirements of the National Curriculum. In accordance with the Education Act we do expect parents to purchase or hire the musical instrument their child needs to undertake this individual tuition. This charge will be reviewed annually by the Headteacher. This requirement will be made clear to parents when opportunities for individual instrumental tuition become available.

In cases of genuine financial difficulty, parents will be invited to see the Headteacher who may remit part or all of the charges. The Headteacher will agree the contribution the parents make, having due regard to the family's financial situation.

**Design and Technology** - No charge will be made for materials for design and technology activities. However, when a parent has indicated in advance that they wish to own a finished product, a charge may be levied to cover the cost of the items that could otherwise be reused. In cases of genuine financial difficulty, parents will be invited to see the Headteacher who may remit part or all of the charges. The Headteacher will agree the contribution the parent makes, having due regard to the family's financial situation.

**Visiting Groups and Individuals** - Parents may be asked to make a voluntary contribution towards the cost of a particular activity within the school such as a visiting theatre group. Where an activity cannot take place unless sufficient parents make a voluntary contribution, this will be made clear to the parents at the time of asking for financial support. No child will be excluded from this type of activity because their parents are unable or unwilling to make a voluntary contribution. In cases of genuine financial difficulty, parents will be invited to see the Headteacher who may remit part or all of the charges. The Headteacher will agree the contribution the parents make, having due regard to the family's financial situation. The Headteacher will decide if an activity is financially viable.

**Educational Visits** - Parents may be asked to make a voluntary contribution towards the cost of an educational visit which occurs either wholly or mainly

during school hours. Where a visit cannot take place unless sufficient parents make a voluntary contribution, this will be made clear to parents at the time of asking for permission to take their child on the visit. No child will be excluded from a visit because their parents are unable or unwilling to make a voluntary contribution. In cases of genuine financial difficulty, parents will be invited to see the Headteacher who may remit part or all of the charges. The Headteacher will agree the contribution the parents make, having due regard to the family's financial situation. The Headteacher & School Business Manager will decide if an educational visit is financially viable.

**Residential Visit** - Residential visits are part of the year 6 diary. Due to the size of our school we have a restricted number of places available and often have over-subscribed places. Charges for this visit will be made. We would not seek to exclude any child whose parents are unable to fund the costs of the visit due to genuine financial hardship. In cases of genuine financial difficulty, parents will be invited to see the Headteacher who may remit part of the charges.

The Headteacher & School Business Manager will decide if a residential visit is financially viable.

**Damage to School Property** - There is no reference to breakage's or fines in the Act's charging provisions. Where it can be proved that a child or a group of children have caused damage to school property or resources, parents will be asked to contribute to all or part of the cost of replacing the damaged item.

**Clubs and Activities** - There are charges for extra-curricular clubs and activities held outside school hours. There may also be charges made for one-off events which might be linked to a particular activity. These one-off events that the school promotes on occasions must break even. Parents will always be advised of the cost of such an event when their permission is sought for the child to participate.

The Headteacher & School Business Manager will decide if a one-off visit is financially viable.

**Value for Money** - We believe that we should always seek to maximise the value for money we obtain from any activity. We are committed to keeping costs as low as possible whilst maximising the educational or social benefit of any of the above activities. This statement should be borne in mind by any member of staff seeking financial contributions from parents.

**Informing Parents of this Policy** - This policy will be mentioned in the School Prospectus. Parents will be informed that copies of the full policy are available on the school website and a hard copy from the school office can be obtained by request.

**Calculating charges** - When charges are made for any activity, whether during or outside 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 cannot or do not pay. Support for cases of hardship will come through voluntary contributions, fundraising, Pupil Premium and School Fund.

**Monitoring this Policy** - The Headteacher & School Business Manager will monitor all letters which go out seeking financial contributions to ensure they meet the statements of principle set out in this policy. The policy will be reviewed periodically by the governing body. When reviewing the policy, the Headteacher will report to governors on how the policy has been operating and whether it has been successful.