



Kents Hill Junior School
Academy Status

KENTS HILL JUNIOR SCHOOL

CHARGING AND REMISSIONS FOR SCHOOL ACTIVITIES POLICY

Our Governing Body follows the guidance issued by Essex Local Authority (Aug 2006), as outlined below:

Charging for activities connected with schools

The governing body of the school must have a policy on charging for activities that take place during or outside of the school day, without such a policy they are not allowed to make any charge.

In general, no charge can be made where education is provided wholly or mainly during school hours that are part of the national curriculum. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums during school hours.

Voluntary contributions

Head teachers or governing bodies may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment
- school funds generally

The contribution must be genuinely voluntary, though, and the pupils of the parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

There is no legal reason why a school should not invite parents/carers to make voluntary contributions towards the cost of providing activities within and outside school hours.

Residential trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, pupils whose parents are in receipt of the following support benefits will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income Based Job Seekers Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190
- Guarantee element of State Pension Credit



Kents Hill Junior School
Academy Status

*A similar entitlement applies where the trip takes place outside of school hours but it is a necessary part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus is religious education. If the trip takes place outside school hours and **does not** form part of the above, the school can make a charge for transport.*

Instrumental Music tuition

A charge may be made for instrumental music tuition for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed examination (e.g. GCSE), that the school is preparing the child to sit, or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

Public Examinations

No charge may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared at the school*
- the examination is not on the set list, but the school arranges for the pupil to take it*
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LEA originally paid or agreed to pay the entry fee*

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set in regulations.

Charges for “finished products”

Schools can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where the parents have indicated in advance that they would like their child to bring home the finished product.

Optional extras

This kind of activity can be charged for where the activity takes place outside school hours. This can include:

Pupil's travel costs.

Board and lodging

Materials, books and other equipment

Non-teaching staff costs

Entrance fees to museums, theatres etc.

Insurance costs

The cost of engaging a teacher, who is already employed by the Authority, on a contract for service, as distinct from a contract of employment, specifically for the activity.

Clothing

Although no charge can be made for “equipment” for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment.



Kents Hill Junior School
Academy Status

Parents can therefore be asked to provide their children with such things as PE kit, protective aprons and sports kit.

Information on charging and remissions policy

Parents are entitled to information about a school's charging and remissions policy, and governing bodies must ensure that this is available on request during school hours.

In applying this guidance to Kents Hill Junior School, the following specific arrangements are followed:

School Lunches

Payment for school lunches is requested weekly and is more convenient for the school office if it is paid on a Monday. We ask that all debit balances are cleared within 7 days of receipt and remaining credit balances can be 'topped up' to the cost of a meal or meals for the following week, no change will be given.

Swimming

Swimming lessons usually take place during the Summer and the first half of the Autumn term. To cover the cost of these sessions, we ask parents for a contribution to cover instructresses' fees and help towards heating and maintaining the pool. This amount is based on the assumption that every child will be taking part. Again, special arrangements can be made for parents experiencing difficulties with payment.

Board and Lodging

To levy any appropriate charge to parents in respect of all board, lodging, travel and insurance requirements on residential visits. To offer to parents of twins/triplets that the first child is paid for in full and that the other sibling/s is charged half the fee if parents require support to enable the children to attend the visit.

Activities outside school hours

To levy charges for activities held wholly or mainly outside school hours where those activities would otherwise incur additional costs to the school e.g. theatre visits and travel costs, music concerts, optional trips. This includes the year 6 residential visit to the Kingswood Centre (as an optional extra). The full curriculum is offered in school for all children that week. The visit to the Kingswood Centre is an optional extra for parents.

Voluntary contribution for activities during school hours

To request contribution on a voluntary basis for school activities in school time which can only run if sufficient funding is forthcoming and whilst making sure that no pupil is debarred from the activity (if it is financially viable) solely by the inability or unwillingness of the parents to pay.



Kents Hill Junior School
Academy Status

Such activities might include:- educational day visits, drama/theatre performances, specialist demonstrations or exhibitions, swimming instruction and fair contribution towards swimming pool running costs; and cost of transport for educational purposes.

Models made in Technology or Art Lessons

To request **prior** voluntary contributions towards the cost of models, craftwork, cookery projects, completed at school if pupils require ownership after completion, where this may be appropriate due to the high cost of materials.

Damage to Property

Parents will be requested to pay for damaged or loss of school property for which children are responsible where reimbursement is appropriate.

Sponsored Events

To allow the raising of funds by voluntary sponsored events that are educationally advantageous to the children such as Spellathons, etc.

Sale of Goods

To support the occasional sale of souvenir photographs; sportswear; books; uniform items; cards etc to parents for a fair profit for school funds.

Friends of Kents Hill Junior

To continue to support and encourage the fund raising activities of the PTA or other authorised groups.

Confidential Special Arrangements

It is the intention of the school to ensure, as far as it is reasonably possible, that no pupil should be disadvantaged solely by their parent's inability to pay. Parents experiencing difficulty will be advised to contact the Head teacher in confidence so that appropriate arrangements can be made according to the circumstances of the case. Arrangements may include paying by installments or graded subsidy.

Authority to apportion costs

To leave to the Head teacher the decision as to the proportion of the cost of any activity which can properly be charged to capitation, to private funds, or to parents.