

MOORLANDS JUNIOR SCHOOL



CHARGING & REMISSIONS POLICY

Ratified: February 2016
To Be Reviewed: February 2019

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. However, if the activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset.

Charges

Any charges made by the school must meet the requirements of the Education Reform Act 1996. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. The Governors endorse the guiding principles contained in the Act, in particular that no child should have his / her access to the curriculum limited by charges.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

The Governing Body reserves the right to make a charge in the following circumstances:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.
- music and vocal tuition, in limited circumstances. Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. The cost for providing individual / group instrumental tuition will not exceed the cost of provision, including the cost of the staff who provide the tuition. A child who is looked after by the local authority is entitled to free tuition.
- breakages. In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher may decide to make a charge. Each incident will be dealt with on its own merit and at the Headteacher's discretion.
- community facilities e.g. Breakfast Club
- optional extras (education provided outside of school time that is not part of the national curriculum or part of religious education). Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. A charge can also be made for transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education) and board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Charges **will not be made** for:

- an admission application.
- education 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 a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- For further guidance see DFE "Charging for school activities" 2013.

Remissions Policy

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the Governing Body will remit in part or in full the cost of board and lodging for any residential activity (classed as an optional extras taking place outside school hours).

Currently the Year 6 residential visit is subsidised for all pupils in receipt of Pupil Premium funds as such a high percentage of children qualify for this additional funding. This will be reviewed each year by the Headteacher.

In other circumstances the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full. The Headteacher will take into account whether parents are on low incomes and in receipt of non-universal benefits.

The Headteacher, and where necessary, in consultation with the Chair of Governors, will make authorisation of remission.

The Governing Body may, from time to time amend the categories for which a charge may be made.

Refunds

School Trips

The full contribution to an activity will be refunded if a child is absent due to illness.

If a trip has to be cancelled parental contributions will be refunded.

The refund will be made by cash or cheque from the School Fund Trips Account.

Music Lessons

Refund for music lessons will only be made if the lesson is missed due to absence of the music teacher or closure of the school.

Refunds will not be made if the child is ill or on holiday.

The lesson credit will be carried over to the next term or the refund will be made by cash or cheque from the School Budget, Voluntary Contributions Cost Centre.

Before School Club

Cancellation can be made at any time but a credit will only be offered if the required notice is given.

To obtain a credit for a Club session, cancellation must be received in writing 2 weeks (14 days) before the session to be cancelled.

Credits will not be offered in any other circumstance, including illness.

Credits will be offered in the form of another club session. The cash will not normally be refunded.

Changes to bookings may be accommodated at the discretion of the school office, subject to availability and the notice period listed above.

The Governing Body reserve the right to review the Charging and Remissions Policy as necessary.