

# **NEW MILTON JUNIOR SCHOOL**

## **CHARGING AND REMISSIONS POLICY**

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## Controlled Document

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## **1. Aims**

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

## **2. Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

## **3. Definitions**

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

## **4. Roles and responsibilities**

### **4.1 The governing board**

The governing board has overall responsibility for approving and monitoring the implementation of the charging and remissions policy.

The governing board has delegated the above responsibilities to the Resource Committee.

### **4.2 Headteacher**

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### **4.3 Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

### **4.4 Parents/carers**

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## **5. Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

## **6. Voluntary contributions for activities as part of the Curriculum**

When organizing school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

If appropriate and funds allow, the school or New Milton Junior School PTA may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

## **7. Music Tuition**

All children study music as part of the normal school curriculum - we do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum.

We reserve the right that if payment is not made on behalf of a child that lessons will be withdrawn. Letters will be sent to parents/carers to inform them of any monies owing before such a decision is taken.

We give parents information about additional music tuition during the summer term prior to the start of each academic year.

## **8. Swimming**

The school organises swimming lessons for groups of children. Lessons take place in school time and are part of the National Curriculum. We may ask for a voluntary contribution to cover the provision of a lifeguard/specialist teacher and hire of the pool itself. We inform parents when these lessons are to take place.

## **9. Optional Extra Activities**

(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education)

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses;
- music tuition by peripatetic music teachers employed by Hampshire County Council
- outdoor adventure activities;
- visits to the theatre;
- musical events.

### **10. Activities not run by the School or Local Authority**

When an organisation acting independently of the school or Local Authority arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents.

### **11. Residential Visits**

The school organises an annual residential visit for children. The cost of this trip includes board and lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.

The cost of this trip will be based on travel costs, entrance to sites, materials and charges for activities experienced. The governors' policy is for the school to cover the cost of any additional teacher time necessary to lead the trip or subsequent follow up work.

Parents will be given the option of a payment plan to spread the costs of the residential visit.

### **12. Charging in Kind**

The cost of ingredients, materials, equipment, etc., needed for practical subjects, such as food technology or DT, is budgeted for and borne by the school. However, the school may charge for, or require the supply of ingredients and materials, if the product is to be owned and taken home by the child afterwards, e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

### **13. Breakages & Fines**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour

#### **14. Special Needs**

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

#### **15. Review**

This policy will be reviewed annually by Resource Committee.