



St. Giles Junior School
Charging and Remissions Policy

Adopted by the Governing Board:

Signed:

Chair of Governors

Head Teacher

Date: October 2016

Date of Next Review: October 2017

1. INTRODUCTION

The Head Teacher and Governing Board of St. Giles Junior School recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Head Teacher and Governing Board aim to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

2. STATEMENT:

Our policy complies with the requirements of the Education Act 1996 and where 'parent' is referred to this will include adults with a legal responsibility for the pupil including 'carer'.

We aim:-

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget

3. LEGISLATION – EDUCATION DURING SCHOOL HOURS

The DfE in its guidance to School Governors states that "education provided during school hours must be free. The definition of "education" includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity." It goes on to advise that "although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind)"

When additional costs are incurred by St. Giles Junior School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind, though events may be cancelled if there is insufficient contributions made.

4. EDUCATION OUTSIDE SCHOOL HOURS

The DfE in its guidance to School Governors states that “Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 described activities, which can be charged for as “optional extras”.

5. REMISSIONS

To ensure that access to activities reflects intentions, St. Giles Junior School will implement the following Remissions Policy.

The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where parents are in receipt of Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), the Governing Board will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Board will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

6. DATA PROTECTION OF PUPILS AND FAMILIES

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

7. CONTRIBUTIONS

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum. If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

IF SUFFICIENT CONTRIBUTIONS ARE NOT RECEIVED THE ACTIVITY MAY BE CANCELLED

8. CHARGES:

The Governing Board reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day (i.e. Weekend residential)
- After school and pre-school clubs
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.
- Damage to school books (including Reading scheme)

8.1 INDIVIDUAL MUSIC TUITION

- Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

8.2 INGREDIENTS OR MATERIALS FOR PRACTICAL SUBJECTS

- Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The Governing Board may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their wish to own the finished product.

8.3 LOST SCHOOL EQUIPMENT, BOOKS etc.

- Parents will be expected to replace or pay for the cost of lost items of school property.

8.4 BREAKAGES AND DAMAGE TO SCHOOL BUILDINGS. FURNITURE OR PROPERTY

- Parents will be charged for damage caused as a result of a pupil's behaviour.

9. RESIDENTIAL ACTIVITY

The DfE in its guidance to School Governors states that "For a residential activity taking place largely during school time or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel.

However, charges will be made for board and lodging in these circumstances, except for pupils who are eligible for free school meals. The Head Teacher will tell all parents of the right to claim free activities if they are in receipt of the qualifying benefits." A voluntary contribution will be requested by the school for such activities.

(St. Giles Junior School will follow the relevant legislation as contained in the Education Reform Act 1988: Section 106 – 111,117, and 118. The guidance is contained in the DCSF circular 2/89: Charges for School Activities).

10. PHOTOCOPYING

- Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at **10p per sheet and 20p for any colour printing.**

11. PRIVATE FEES

- Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. Mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

12. Monitoring and evaluation

The Resources Committee of the governing Board will monitor the impact of the policy.

13. Policy Review

As with all policies, it is the responsibility of the Governors to evaluate the effectiveness of this policy and the practice that it describes. On a day to day basis this responsibility is delegated to the Headteacher who will report back to the governing Board as appropriate.

This policy is a working document, and will be reviewed annually.

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

Nothing in this policy statement precludes the Governing Board from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

14. Complaints Regarding the Charging and Remissions Policy

If any parent / carer has a concern relating to the Charging and Remissions Policy we encourage them to talk to their child's class teacher immediately.

Any complaints will be dealt with in accordance with the St.Giles Junior School Complaints Procedure.