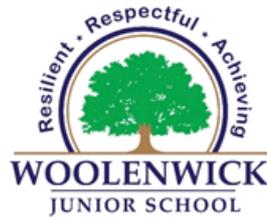


Charging and remissions policy

Woolenwick Junior School



Approved by: Finance
Committee / HT

Date: 19th Oct 2021

Last reviewed on:
19.10.2021

Next review due by:
10.10.2023

Introduction:

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the school Governing Body's Finance Committee.

Aims and Objectives:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Activities without charge:

- Education provided during school hours. This includes the supply of any materials, books, instruments or other equipment and also transport provided in school hours to carry pupils between the school and the activity.
- 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.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.

Voluntary contributions:

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to wholly contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

Chargeable activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
 - (a) Part of the National Curriculum.
 - (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
 - (c) Part of religious education.
- After school clubs run by the school.
- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.

- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

Additional considerations:

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible parents/carers will be informed about visits well in advance so that parents can plan ahead.
- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.

Remissions

Milk

A charge is made for milk half termly in advance. No refund is made for milk not taken.

Dinners

Dinners are paid for weekly or in advance. Refunds/credits will be given for meals not taken.

Trips/journeys.

Trips or activities will be costed as accurately as possible and the parents charged accordingly.

Once the school is committed to payment e.g. deposits, instalments, to a third party, no refunds will be possible.

If the money obtained from parents to pay for any trip or activity is greater than £1.00 more than the actual cost, this amount will be offered as a refund.

For residential trips the difference must be more than £5.00.

- Cancellation due to sickness – families organise holiday / travel.
- Deposits eg. Residential trips non-refundable.
- Exclusion from trip may mean forfeit of whatever funds have been paid.

Music Lessons

A charge is permitted for instrumental music tuition undertaken in school hours for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination (e.g. GCSE)

Any refund will be given by cheque or bacs.