



Charging & Remissions Policy Statutory

Written by:	Headteacher	Reviewed by:	FGB
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Review Cycle:	Annually	Ratified by FGB:	13.7.2023
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Hart Plain Junior School

Charging Policy

1. **Status**

Statutory

2. **Purpose**

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.45am to 3.15pm.

3. **Who was consulted?**

The policy has been informed by the 'Governor Handbook', the 'Schools' Manual of Finance Practice and Procedure' and current legislation.

4. **Relationship to other policies**

This policy complements the school's equal opportunities policy, curriculum policy and ethos and culture policy.

5. **Roles and responsibilities of headteacher, other staff and governors**

The Governing Body will ensure that the following applies:

6. **During the school day**

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for music tuition given by instrumental teachers specifically employed for this purpose. Unless the teaching is an essential part of the National Curriculum, the governors will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example a charge may be made for materials in practical lessons such as technology if the finished article is to be taken home.

7. **Optional activities outside the school day**

The school may charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education. Remissions may be made to parents whose children are eligible for Pupil Premium funding.

8. **Educational visits**

The school may request a voluntary contribution from parents for activities including educational visits, which are considered valuable and which the school is otherwise unable to fund. We have the right to cancel an activity if there are insufficient voluntary contributions to make the activity economically viable.

9. **Residential courses**

Charges for the board and lodging element of residential visits will be made and remissions for this element will be made to parents whose children are eligible for Pupil Premium funding. Residential visits may be cancelled if insufficient voluntary contributions are received to cover the remaining costs to the school, such as transport and activities.

10. **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on the parents who can pay to support those who cannot pay. Additional financial support may be available at the Headteacher's discretion.

Parents who would qualify for support are those whose children are eligible for Pupil Premium funding.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

11. Damage to property

Parents can be asked to pay for wilful damage to school property or the misuse of books and equipment.

12. Reimbursements and Refunds

Voluntary contributions will be reimbursed if the child is no longer able to participate in the activity.

Charges for optional activities will only be refunded if the supplier agrees to refund the school. The Headteacher may consider a refund in certain exceptional circumstances.