



Charging & Remissions Policy Statutory

Written by:	Senior Admin Officer	Reviewed by:	FRC
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Hart Plain Junior School

Charging & Remissions Policy

1. Status

Statutory

2. Purpose of the Policy

This policy outlines the framework for charging and remissions at Hart Plain Junior School, ensuring that all pupils have full and free access to educational activities and resources. It is designed to comply with current legislation and best practises in education.

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 equality policy and curriculum policy.

5. Roles and Responsibilities

Governing Body: To oversee the implementation of this policy and ensure compliance with legislation.

Headteacher: To ensure the policy is effectively communicated and adhered to within the school.

Staff: To inform pupils and parents about any charges and remissions applicable to educational activities.

Parents and Guardians: To understand their responsibilities regarding payments and to communicate any concerns regarding financial difficulties.

6. During the school day

The school day is defined as: 8.45am to 3.05pm.

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. Unless the teaching is an essential part of the National Curriculum, the governors will make a charge.

It excludes charges made for music tuition given by instrumental teachers specifically employed for this purpose.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example a charge may be made for materials or ingredients 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.

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. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is

unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are received to make the activity economically viable, the activity will be cancelled.

9. Residential courses

The cost of any residential visit will be carefully assessed to ensure that the visit is financially viable and affordable. Charges for the board and lodging element of residential visits will be made to parents. Children who are eligible for Pupil Premium funding will have remissions applied.

The school will request voluntary contributions from parents to cover the remaining costs to the school, such as transport and activities. If there are insufficient voluntary contributions, the school reserves the right to cancel or postpone the visit.

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.

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

11. Remissions

The school will provide financial support to ensure that no pupil is excluded from an activity due to financial hardship. The following criteria will be used to determine eligibility for remissions:

- **Pupil Premium Eligibility:** Pupils eligible for Pupil Premium will receive remission.
- **Financial Hardship:** Families experiencing financial hardship may apply for remissions. Additional financial support may be available at the Headteacher's discretion. Parents who require additional financial support should contact the Headteacher in confidence.

12. Damage to property

Parents will be asked to pay for wilful damage to school property or the misuse/loss of library books and school equipment.

13. Reimbursements and Refunds

All initial deposits for a residential are non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

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

Refunds for trips & visits will automatically be made should a trip or visit be cancelled by the school.

In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, or a pupil cannot attend at the last minute, e.g., due to illness, it will be at the school's discretion as to whether a refund is given to parents.

The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.