

PADNELL JUNIOR SCHOOL CHARGING & REMISSION POLICY



Designated Committee: Finance & Resources
Timing: Annually
Date of Publication: 6th March 2024

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 be made.

This charging policy informs staff and parents about charging for school activities.

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 449-462 of which set out the law on charging for school activities in England.

Roles and Responsibilities:

Responsibility for approving the Charging and Remission policy has been delegated to the Finance & Resources committee.

This charging policy informs staff and parents about charging for school activities. Padnell Junior School:-

1. Will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.
2. Will not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils and/or pupils in groups of up to six.
3. May charge for school-time activities and visits by inviting parents and others to make voluntary contributions. Children of parents who do not contribute will not be treated differently from those who do make contributions.
4. Will determine the cost of school trips for individual pupils by adding the cost of the trip itself (for example transport, accommodation, and entrance fee), the cost of any pre-visit assessments and any other cost incurred. This will be divided by the number of pupils.
5. Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity economically viable.
6. In cases of genuine financial hardship the school will endeavour to see that children participate in most activities. Parents are advised to contact the Headteacher directly where the case will be dealt with in total confidence.

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7. The cost of any residential visit will be carefully assessed to ensure that the visit is financially viable and affordable. The school is not permitted to make direct charges to parents for education outside the classroom, activities or transport. However, for a residential visit charges for board and accommodation can be passed on to the parents. Where families are in receipt of certain benefits they cannot be required to pay for board and accommodation (these are usually the same benefits that define access to Free School Meals).

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

8. Will charge for out of hours child care in accordance with the fees and regulations set by the Governing Body and in line with the School Debt policy. (See Terms and Conditions on school website www.padnell-jun.hants.sch.uk)

9. May charge for activities (optional extras), which happen outside School hours when these activities are not necessarily part of the National Curriculum.

10. May permit organisations, which act independently of the School or Local Authority, to charge parents for an activity taking place outside of school hours on the school site.

11. Will ask parents to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children. This will also apply to third party property.

12. Will review the lettings charges levied by the school on an annual basis.

13. School leavers with credit balances. Where a credit exists against a leaving child account, the credit will be transferred onto a sibling account. Where there is no sibling, the balance will be refunded if over £5.00.

This policy will be reviewed on an annual basis.

Monitoring Arrangements:

This Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed every year.

At every review, the policy will be approved by the Finance & Resources committee.

Governor Approval and Review Dates:

This policy was approved by the Finance & Resources Committee on 14th March 2024. It is due for renewal in March 2025.

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