

Hartford Junior School



Charging and Remissions Policy

Written: May 2021

Next Review: May 2023

Chair of Governors' Signature:

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Revision and edition Log

Written May 2021	SLT
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PURPOSE

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the Education Act 1996.

RESPONSIBILITIES

The Governors, in consultation with the Headteacher, are responsible for the implementation of this policy.

PRINCIPLE

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours. From time to time the Friends of Hartford, and Freemans have made funds available to help subsidise the cost of transport to certain activities. These contributions do not cover all the costs therefore the school is permitted to seek voluntary contributions.

VOLUNTARY CONTRIBUTIONS

The school may ask parents for a voluntary contribution towards the cost of school activities in or out of school time which can only be provided if there is sufficient voluntary funding.

Many enrichment activities are consequently dependent upon voluntary contributions from parents/carers, with limited subsidies in some instances from the school. Although we do not charge for most of our school-time activities, we invited parents to make a contribution to make school funds go further.

If a particular activity cannot take place without some help from parents, this is explained to parents as soon as possible. The essential point is that no pupil will be left out of an activity because his/her parents cannot or will not make a contribution of any kind. It will be necessary to state that the activity will not take place if parents are reluctant to support it. Contributions must, however, be genuinely voluntary.

There is no limit on the level of voluntary contributions, which parents or others can make to school activities, nor is any restriction placed upon the use, which can be made of such contributions. A request for a contribution towards the cost of a particular activity could, for

example, include the cost of subsidising pupils from low-income families, or the cost of travel for accompanying adults.

If the level of voluntary contributions falls below 80% the Headteacher reserves the right to cancel the activity if the shortfall cannot be covered by contributions from other sources.

RESIDENTIAL TRIPS

At present the school offers opportunities for children in Year 4 and 6 to take part in residential visits. These extended visits are not essential to the curriculum within the school but they do offer extra experiences, which parents may feel are valuable for their children.

The School is permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision. Parents must agree to and pay these costs before the child undertakes the activity.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will be entitled to the remission of these charges:

- Income Support

- Income based Jobseeker's Allowance

- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income assessed by the Inland Revenue does not exceed £15,575

- Support under part VI of the Immigration & asylum Act 1999

- Guarantee element of State Pension Credit

No funds exist to subsidise residential trips therefore governors recognise that residential trips can only take place if all participating parents are prepared to pay voluntary contributions to cover the cost of transport, admission charges and other associated expenses. The school will therefore seek full voluntary contributions from parents to support these visits. All children will be treated the same whether or not a contribution is made but if insufficient contributions are received the trip will be cancelled.

INSTRUMENTAL MUSIC LESSONS

There is an exception to the rule about not charging for activities in school hours. A charge may be made for instrumental music tuition for individual and small group tuition up to and including eight pupils.

MONITORING AND REVIEW

This policy will be formally reviewed in line with the school's policy review schedule. The Governing Body will evaluate the effectiveness of it on an annual basis through the Resources Committee.