



CURIOUS CHILDREN
GROWING MASSIVE MINDS

Maidenbower Junior School Charging and Remissions Policy

Approved by:	Head teacher, SLT, SBM, GDPR Officer and Full Governing Body	Date: November 2020
Signed:		
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Rationale

With the emphasis upon academic standards, it is important to remember that extra activities that take place inside and outside of school hours are extremely important to the enhancement of pupil's education. This policy is intended to record the procedures with regard to the charging for and remission of charges for school activities to enable pupils to continue to enjoy the benefits of organised and educationally inspiring experiences beyond the classroom.

Aims

We aim to provide an enriched education that enables all of our pupils to participate in activities funded by voluntary contributions that should not be restricted to those able to pay.

Charging for school activities

The governing body has agreed that charges for activities should be made as follows:

1. Education during schools hours should be mainly free of charge – but to enable activities to take place we will seek voluntary contributions for activities that are intended to enhance learning opportunities.

Maidenbower Junior School follows the West Sussex Policy for Charging for School Activities that mirrors the information given in the Department for Education's advice document published in May 2018 (<https://www.gov.uk/government/publications/charging-for-school-activities>) and should be read in conjunction with the information provided in the National Guidance - www.oeapng.info.

2. Families whose children qualify for free school meals and/or who access Universal Credit are asked only for a voluntary contribution of 50% to cover costs of activities and transport.

3. There may be occasions when an external agency arranges an activity to take place during school hours in which case charges can be made as required by the external agency to cover the cost of the activity. This would include County music tuition.

4. Parents are not required to pay for or supply materials, books or equipment for use in school time, however we understand many children like to bring in their own equipment from home. Contributions on a voluntary basis would be expected for charges to cover ingredients etc. where parents have indicated in advance a wish to own the finished product.

5. No charge may be made for educational or associated incidentals provided inside or outside of school time where it is required as part of the syllabus for a prescribed public examination or to fulfil statutory duties in relation to the national curriculum for religious education.

6. Charging is not permitted for class music tuition during school time and run by teaching staff or for group musical activities out of school hours such as the school orchestra etc. Charges may be made for other musical tuition outside of school time.

7. A non-residential activity is deemed to take place in school time if 50% or more of the whole time taken on the activity occurs during school hours (8.50 am – 12-00 pm or 1.00 pm – 3.15 pm) In this case no charges can be made if it is organised by the school but voluntary contributions will be sought and the school reserves the right to cancel the activity should insufficient contributions be received.

8. A residential activity is deemed to take place in school time if 50% or more of the activity takes place on days when the school is open.

Remission of Charges

The school and governors do not wish to disadvantage any pupils and will provide complete remission of charges to pupils whose parents receive income support or family credit and seek to cover all or part of the costs. They will also consider assistance for any other parents who are unable to meet any charges.

Voluntary contributions

Voluntary contributions will be requested from parents for various school time activities. Where these requests are made it will be clearly stated that the contributions are voluntary and no child will be treated any differently according to whether their parents pay or not.

The amount of voluntary contribution will be based on the individual cost *per pupil* of the activity and will be determined by dividing the total cost of the activity by the total number of children eligible to take part in the activity. Thus there will be no hidden subsidy to cover the cost of non contributing parents.

Where an activity will not be able to take place without sufficient funds being collected, this will be explained at the planning phase. It is recognised that in some cases this may lead to an activity being cancelled.

Refunds

Once a pupil is offered a place on a trip, any deposit paid is non-refundable.

For each trip, parents/carers are offered a ParentPay payment schedule that is set to:

- a) provide sufficient notice of when payments are required; and
- b) ensure school has collected enough payments in advance of paying travel company invoices.

Parents/carers are requested to adhere to these payment schedules so the trip can go ahead. If payments are falling significantly behind the schedule, school reserves the right to withdraw a pupil from the trip unless exceptional circumstances have been communicated to school. If families are having difficulty meeting the schedule, additional arrangements can be made with the Trip Leader or Leadership Team.

Planning activities

Activities will need to be planned well in advance so that the financial and educational implications can be properly addressed. It is essential that parents know exactly what the position is over any payments they are invited to make.

With these agreements in place and the knowledge of whom they apply to all pupils should be able to enjoy the benefits of well planned and well organised experience beyond the classroom.

This policy should be reviewed every 2 years.