



WEST EARLHAM JUNIOR SCHOOL
CHARGING AND REMISSIONS POLICY

Date Approved by Governing Body: 6th February 2018

Date of Next Review: February 2019

Signed Head Teacher:

A handwritten signature in blue ink, appearing to be "C. H. J.", written over a horizontal line.

Signed Chair of Governors:

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Principles for Charging

- Charges for school activities will only be made as specified in this policy.
- Charges will only be made when they have been agreed in advance by the parents/carers of the pupil concerned.

2. Charges for School Activities

These are the activities and materials for which the school will charge:

- **Travel**
The cost of travel when a pupil makes use of transport not provided by the Local Authority or school, to travel direct from home to an activity approved of, but not provided by, the Local Authority or school.
- **Board and lodging**
Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.
- **Music tuition**
Individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. The school may charge for instrumental tuition given to groups of no more than four pupils.
- **Breakages or damage to school premises/equipment**
The school may ask parents to pay for damage to school property or equipment where this is the result of the pupil's behaviour.
- **Recovery of charges**
Any sums payable as charges under this policy to which parents have agreed are recoverable summarily as a civil debt.

3. Activities outside school hours

- Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.
- Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school.

4. Voluntary Contributions and Donations to the School

Under the legislation the school is able to seek voluntary contributions from parents to support activities where a charge is not allowed to be made.

5. Remission of Charges for School Activities

In accordance with the law, board and lodging charges may be remitted in full to pupils whose parents receive the following benefits:-

- Income Support and Income Based Jobseeker's Allowance
- An income-related employment and support allowance
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190, although parents entitled to Working Tax Credit during the 4 week period immediately after employment ceases, or after they reduce they reduce the working hours to less than 16 hours are also entitled.
- Guaranteed State Pension Credit

Remission of charges only applies to board and lodgings charges, which are levied directly by the Local Authority or the school and where they relate to activities, deemed to take place wholly or partly in school hours

Remission will not apply to such charges when they relate to activities wholly outside school hours, except:

- (i) the activity is provided to meet the syllabus requirements of a "prescribed" public examination;
- (ii) the activity is provided to fulfil statutory duties relating to the National Curriculum;
- (iii) the activity fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the head teacher.

6. School Trips and Visits

No charges will be made for education provided on any trip that takes place during school hours.

Governors have agreed that voluntary contributions will not be requested for trips and visits taking place during hours that are directly linked to the school National Curriculum Plan.

Governors have agreed that a voluntary contribution may be requested for trip and visits that are not directly linked to the National Curriculum.

Other charges for services or goods

Refunds for services (e.g. music lessons) or goods can be given as long as:

1. The school has failed to provide the service or goods promised.
2. A third party has failed to provide the services on behalf of the school.