

# Higham Ferrers Junior School

*'Be the best you can be'*



## ***CHARGING AND REMISSIONS POLICY***

**This Policy was agreed by the Governing Body in September  
2017**

Signed:

(Chair of Governors)

## Introduction

The Governing Body of Higham Ferrers Junior School is committed to ensuring that the resources available to the school are used effectively in order to realise the school's aims and objectives. An important aspect of this work is the fair and appropriate administration of all charges for school activities.

## Aims of the Policy

The aims of the policy are:

- a) To provide a clear framework within which charges for school activities are made.
- b) To ensure that all charges made to parents comply with LEA guidelines and the sections 449-462 of the Education Act 1996.
- c) To inform parents of the support available to them if on low incomes or in receipt of benefits listed below:
  - Income Support
  - Income Based Job Seekers Allowance
  - Child Tax Credit only, and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16190.
  - National Asylum seekers support
  - The guarantee element of State Pension Credit
  - Employment and support allowance – Income related only

Alterations to the above may be made at anytime if new legislation is introduced.

Charges will be made at no more than the actual cost to each participating pupil, as follows:

### 1) Residential/Education Visit

- a) Charges will be made for travel and lodging in accordance with current LA policy except for the statutory remissions, detailed in section 5 of this policy.
- b) Charges will be made for activities wholly or mainly outside school hours in accordance with statutory provision. Any remissions will be on an individual basis.
- c) Where residential and educational visits take place within school hours, parents will be invited to make a voluntary contribution covering either part or all of the cost. If we cannot raise sufficient funding through these voluntary contributions, the school reserves the right to cancel the visit and that aspect of the curriculum would have to be covered in other ways.
- d) If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, due to the benefits listed above, we allow the child to participate fully in the trip or activity. The school will assist in the payment of this trip or activity and each case will be treated individually. (refer to the pupil premium statement)

## 2) **Music Tuition**

- a. All children study music as part of the school curriculum; we do not charge for this.
- b. There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents in receipt of state benefits receive a reduced rate.

## 3) **Swimming**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We do not make a charge for this activity, but ask for a voluntary contribution from parents to cover the cost of transport. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.

## 4) **Football/general sports**

The school offers additional football coaching and other sports after school. A qualified coach, who is not a member of the school staff, runs and organises these sessions. The relevant club will make a small charge for these sessions.

## 5) **Optional extras**

Charges will not be made for activities arranged outside school hours if it is

- a) required as part of a syllabus for a prescribed public examination;
- b) provided specifically to fulfil statutory duties relating to the National Curriculum;
- c) provided specifically to fulfil statutory duties relating to religious education.

## 6) **Articles produced in school**

Parents may on occasions be required to pay for, or supply, any materials used in producing articles in school if he/she wishes the article to be owned by him/her or the pupil.

## 7) **Damage to school property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the head teacher may decide. These charges also apply to property belonging to a third party, where the cost has been recharged to the school.

## 8) **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of the charges will be determined annually by the Finance Committee.

**9) Miscellaneous charges**

The head teacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing services eg for providing a copy of an OFSTED report. If parents have issues concerning any charges levied this must be communicated in writing to the Chair of Governors or head teacher for consideration.

**8) Remissions**

Charges will be remitted as follows:

- a) In relation to the cost of board and lodging in respect of residential visits, in the case of pupils whose parents are in receipt of the benefits listed above, when the activity is a requirement as part of a syllabus or in relation to the National Curriculum or religious education.
- b) The head teacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- c) The head teacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity if it feels it is reasonable in the circumstances.

**9) Review**

This policy will be reviewed on a bi-annual basis by the Governors' Finance Committee and full Governing Body.