

BISHOP WOOD C OF E JUNIOR SCHOOL

CHARGES AND REMISSIONS POLICY



PHILOSOPHY

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities, and at the same time try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

CHARGING FOR SCHOOL ACTIVITIES

(Based on the guidance provided in the 'governors' guide to the law')

Background

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it must be free. However, the school may charge for activities outside of school hours where these are not a necessary part of the national curriculum. Provisions before and after the school day, which delivers the National Curriculum or prepares a child for a public examination, may not be charged for.

Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. However, the school can not charge for the educational or travel elements though we will seek voluntary contributions to meet these costs.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging:

- Income Support;
- Income-based Jobseeker's Allowance;
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income, assessed by Her Majesty's Revenue and Customs does not exceed the annual limit
- Pupils who receive Income Support or Income Based Jobseekers Allowance in their own right are also entitled to free school meals
- Parents in receipt of the guaranteed element of State Pension Credit are also entitled to free school meals

Instrumental Music Lessons

A charge is permitted for instrumental music tuition undertaken in school hours for up to and including four pupils, These charges will be based upon the Hertfordshire County Music Service advised rates, subject to any adjustment that is required to ensure full recovery of the costs incurred by the school. These charges will be reviewed termly. These charges will be provided on a "full school term" basis as this is the basis on which the fees to the tutors are paid.

Extended Schools

Any profits made by a school from providing facilities or services must be reinvested in the school or in the service.

Schools may use their delegated budgets to subsidise a child's access to chargeable extended activities, where they consider that the activities are provided for the purposes of the school, because they are of educational benefit to the child.

Schools may lawfully charge for study support (other than that which delivers the National Curriculum or preparation for a public examination) e.g. additional sports, drama and music clubs, holiday activities, visits and additional courses, i.e. first aid.

All schools should be able to provide some free study support for pupils and young people in 'workless' households through the flexibility in their delegated budgets.

REFUNDS

Where a school activity has been funded by voluntary contributions which have exceeded the cost of the activity they may be refunded to parents /guardians on the following basis:

Refund due per pupil

Less than £1

Money is retained by the school and used to fund other activities.

More than £1

Parents will be asked to indicate if they wish the balance due to be retained as a voluntary contribution to school funds or have a repayment made.