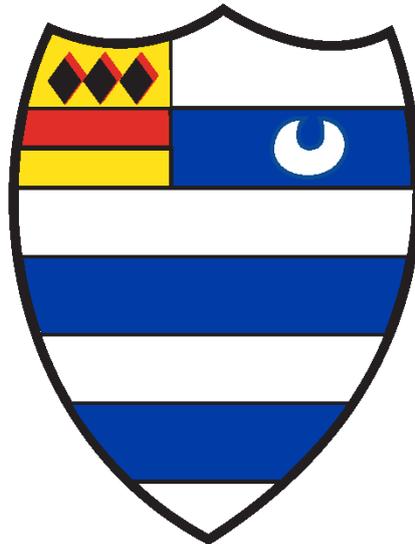


# Stanford Junior and Infants' School



## CHARGING & REMISSIONS POLICY

*“Living Together,  
Learning Together”*

Adopted by Governors – March 2018  
Review due – March 2021

## **Introduction**

At Stanford Junior and Infant School, we do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

## **Contributions**

When organising school trips or visits, to enrich the curriculum and the educational experience of the children, the school asks parents and carers to contribute towards the cost, which is supplemented by school funds.

We will inform parents of the full cost of school visits and the cost to them. In some circumstances, e.g. Pupil Premium Pupils the school will subsidise the cost of a trip.

If a parent/carer wishes their child to take part in a school trip or event and is unable to make the full contribution, the school will provide the opportunity for the parent/carer to pay by instalments over a short period.

If a visit or activity is free of charge, we will ask for a nominal contribution towards the cost of transport. For visits and events that carry an admission charge, the school will calculate the total cost including transport and ask parents/carers for a reasonable contribution.

## **Residential Visits**

If the school organises a residential visit in school time, or mainly in school time, which provides education directly related to the National Curriculum, we ask for a contribution to cover the cost of travel expenses, board and lodging. Pupil Premium pupils may be subsidised for these costs.

If we cannot raise sufficient funding, through these contributions, the visit may have to be cancelled, and that aspect of the curriculum would be covered in other ways.

## **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition, since this is an additional 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 and instrument hire.

## **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 make no charge for this activity.

Parents and carers are informed when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

## **After School Clubs/Activities**

The school offers after school clubs and activities when possible. Clubs may be organised and run by school staff or external providers. Depending on the cost of the provision there may be a small charge for pupils to attend.

## **Loss or Damage to School Property.**

Loss of, damage to or breakage of school property, e.g. books, windows, furniture, scientific equipment etc. will be charged for if caused by negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide. Similarly a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the school.

## **Voluntary Contributions to The School Fund.**

Parents/carers will be invited to make a financial contribution to the school fund.

The School Fund will be used to:

- Acquire educational resources and fixed assets which would otherwise be unaffordable from the School's main budget, and
- May be used to subsidise a student participating in an activity outside school hours where that student's parent/carer is experiencing severe financial hardship.

It will be made clear in all correspondence to parent/carers inviting contributions to School Fund or to individual appeals that such contributions are wholly voluntary.

## **Remission Of Charges.**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

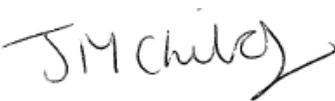
Parents in receipt of-

- Income support
- Income based jobseekers allowance
- Support under part VI of the immigration and asylum act 1999

- Child Tax Credit, providing that working tax credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed state pension

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking in account as to whether additional help is justified. Please speak to the business manager for further information.

**Signed By**

**Chair of Governors:**  **Date:** 13/03/18

**Headteacher:**  **Date:** 13/03/18

Review Date	Amendments	Approved Date
July 2017	Policy Written	July 2017
February 2018	Add additional sections added: <ul style="list-style-type: none"> <li>• loss or damage to school property</li> <li>• Voluntary Contributions to School Fund</li> <li>• Remission of charges</li> </ul>	13/03/18