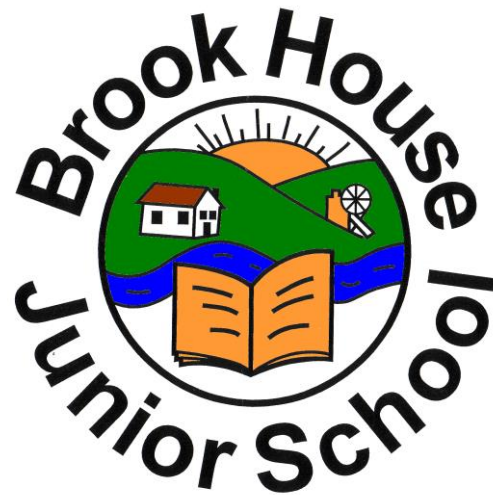


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# Charging and Remission Policy

**Brook House Junior School**



**Reviewed/Adopted:** January 2020  
**Next Review Date:** January 2021  
**Review Frequency:** Annually  
**Reviewed by:** Full Governing Body

## **Charging and Remissions Policy Statement**

### **RATIONALE**

The Governing Body of Brook House Junior School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### **CONTEXT**

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

### **AIMS**

- To make school activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school and which acknowledges the cost of such activities to the school's budget.

### **DfE GUIDANCE**

#### **"Voluntary Contributions**

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source then it must be cancelled.

Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory. Schools should avoid sending colour coded letters to parents as a reminder to make payments and direct debit or standing order mandates should not be sent to parents when requesting contributions."

## **REMISSIONS**

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities and to a School Fund. Pupils will not be treated differently whether or not their parents have made a contribution.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Head Teacher in consultation with the Chair of Governors will make authorisation for such remission.

## **VOLUNTARY CONTRIBUTIONS**

Voluntary contributions will be requested from parents to cover the cost of the following activities: We will continue to request a financial contribution from parents for:

- a. Educational visits off-site (including residential visits where pupils are away from home overnight or for an extended period)
- b. Pupils not entitled to free school meals an amount determined by the Local Authority, contractor or Governing Body of the school
- c. Lost or damaged school equipment (e.g. reading books, non-accidental damage)
- d. School uniform (where specified)

The definition 'educational' includes all experiences which develop and enhance the curriculum and contribute to children's health, well-being and enjoyment.

The Governing Body recognises that the school cannot completely fund all educational visits. The guidance states that children whose parents cannot or will not pay should not be excluded from educational visits.

Therefore, it shall be made clear to all parents that if not enough voluntary contributions are received, the activity may be cancelled.

The following text shall appear in all letters relating to voluntary contributions;

"Educational visits enrich children's learning and help them develop many skills. However, the school cannot completely fund visits. Therefore, we are asking for a voluntary contribution of £\*\*\* towards the total cost. Unfortunately, if too few contributions are received, the visit will be cancelled for all pupils."

## **MANDATORY CHARGES FOR 'OPTIONAL EXTRAS'**

The Governing Body reserves the right to request a charge in the following circumstances for activities organised by the school

### **Residential Activities Taking Place Largely Outside School Hours**

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;

- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.
- Individual Instrumental Tuition
- Parents requesting school documents to be photocopied may be charged for staff time and the number of copies made.

The full cost to the pupil for providing any instrumental tuition if the cost is not an essential part of the national curriculum or examination syllabus.

### **SCHOOL MEALS**

For those parents who pay for a school meal this is not a voluntary contribution and therefore payment must be made in full prior to the meals being taken via the school's chosen payment method. If there is a debt accumulated of £10 or more this will be referred to the school's Debt Policy.

### **LOSS AND DAMAGE**

Parents will be asked to pay for items of school property which their child willfully or carelessly damages or loses.

### **ADMINISTRATIVE CHARGES**

All charges payable will include an amount to cover costs incurred on card or other online payment methods and secure collection and banking

### **GENERAL**

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded.

Please also refer to the Debt Recovery Policy