



Charging and Remissions Policy

The Governing Body of Moorside Junior School recognises its duty to provide statutory education free of charge to all pupils on the roll at Moorside Junior School under the terms of the 1988 Education Reform Act.

1.0 GENERAL PRINCIPLE

- 1.1 There will be no charge made by the school for statutory education provided during school hours (including the supply of basic books, materials, equipment or instruments loaned to pupils in connection with the study of the National Curriculum or statutory religious education). No compulsory charge will be made for incidental transport in connection with these areas although voluntary contributions may be requested (see 4 below).
- 1.2 There will be no charge made for education provided outside school hours which is part of the National Curriculum requirement or part of statutory religious education. No compulsory charge will be made for incidental transport in connection with these areas although voluntary contributions may be requested (see 4 below).
- 1.3 The School will not be responsible for the cost of materials where a child has undertaken a free choice project and where the product will be taken into the ownership of the child or parents on completion. In such circumstances, any liability for payment will be made clear to parents in advance of the start of the project.

2.0 DAMAGE TO OR LOSS OF SCHOOL PROPERTY

- 2.1 The school reserves the right to make full or part charge on parents for the costs of damage or loss of school property due to deliberate actions or neglect. The Headteacher will determine the level of charge, which will not exceed the full cost of restitution.

3.0 CHARGES FOR MUSIC TUITION

- 3.1 The School reserves the right to charge for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing where such tuition is not a necessary part of the National Curriculum.

3.0 VOLUNTARY CONTRIBUTIONS

- 3.1 The School may request voluntary contributions from parents for activities in or out of the school day for which compulsory charges cannot be levied but which can only proceed if the level of voluntary funding is sufficient. Where participant numbers are limited, the school will make this clear and will also set out the means by which selection will be made in the case of over-subscription (see Education Visits Policy)
- 3.2 In all circumstances where a voluntary contribution is requested, the letter of invitation will make the restriction in 3.1 clear, together with any terms or conditions regarding deposits, frequency of payments and refunds. The letter of invitation will carry a response form for a parent/carer to sign, indicating that agreement to the terms and conditions of the visit and associated payments.
- 3.3 The School will ensure that no pupil is excluded from such activities by reason of inability or unwillingness to pay. The level of contribution advised to those who choose to pay will not include any element of subsidy to cover those unable to contribute (see 5.1 below)
- 3.4 The recommended level of individual voluntary contributions set for any activity will be such that the total sum collected will not exceed the estimated total cost of the activity. These costs may include materials and books provided as an optional extra, the cost of non-teaching staff and the costs of teaching staff (including supply teachers or instrumental tutors) engaged under contracts for services purely to provide the optional extra opportunity
- 3.5 Should the total amount of the voluntary contributions fail to cover the costs of an activity, the School reserves the right to cancel the activity and refund in full all voluntary payments made.
- 3.6 If a child chooses to withdraw from a visit when a voluntary contribution has been made, and the School has used or committed the contribution for necessary payments in connection with the visit, the School will only refund that voluntary contribution if a replacement paying member of the group can be found. In such circumstances, the School will make every effort to find a suitable replacement. Where no costs to the school are incurred through late withdrawal, then a refund in full will be made.
- 3.7 If a child is obliged to withdraw from a group due to unforeseen circumstances beyond the control of the child or his/her parents, then School will make best efforts to give a full refund.

4.0 ACTIVITIES WHOLLY OR MAINLY OUTSIDE SCHOOL HOURS

- 4.1 The School may charge in part or in full for activities which take place wholly or mainly outside school hours which are not:
 - a) part of the National Curriculum; or
 - b) statutory religious education
- 4.2 In calculating the individual level of charge, the School may include any essential teacher and preparation costs agreed by the Headteacher in the calculation. Where such costs are included in a charge, these will be made clear to parents and be itemised in the letter of invitation together with other identifiable costs, e.g. insurance.
- 4.3 In the case of such activities, there is no obligation on the School to include in the activity any pupil who does not meet the required charge in full.

5.0 SUBSIDIES AND SUPPORT

- 5.1 The decision as to the proportion of the total cost of an activity which will be met from the School's budget will be made by the Headteacher. An appropriate sum will be allocated annually in the budget by Governors for this purpose.
- 5.2 In the case of the use of agreed funds from the School's budget, the Headteacher will advise the Governors of such use of funds via the Resources Committee.
- 5.3 The School will make every effort to assist parents in their planning for possible future commitments through early notification of events which are inviting voluntary contributions. The School will also make it clear that parents in receipt of benefit set out in appendix A will be exempt from paying board and lodging charges associated with residential visits.
- 5.4 Cases of genuine financial hardship or need should not prevent students taking part in an activity. To this end, parents should be advised of the sources of support available and how to gain access to them.
- 5.5 The staff of the School will use their knowledge of their students to alert the Headteacher of potential financial difficulties, which may handicap potential participants so that informal and confidential contacts with home can be made. In this way, the School will seek to support financially disadvantaged families actively.

6.0 FUND-RAISING

- 6.1 The School will seek to support and acknowledge any fund-raising activities organised by the Friends of Moorside Junior School or any other community bodies with whom the school agrees to be associated in raising funds for the School.
- 6.2 Whilst the School will seek and encourage sponsorship, the nature and conditions of the sponsorship and of the sponsoring body will be considered by the Headteacher and Governors before entering into any formal commitment.

7.0 OTHER CHARGEABLE ACTIVITIES

- 7.1 The school may, from time to time, add to the range of activities upon which charges may be levied.
- 7.2 The activity proposal will be costed, a level of charges determined and a relevant contract/agreement will be drawn up in line with the requirements of this policy and presented for approval by the Resource Committee.
- 7.3 When the proposal is agreed, the activity will be added to the additional chargeable activity list and the relevant contract, charging schedule and rules will be added as an appendix to the policy, headed by the name of the activity.
- 7.4 The agreed Additional Chargeable Activities are as follows: There are no other additional chargeable activities currently in operation.

8.0 INTERPRETATION OF THE POLICY

- 8.1 The Governing Body delegates any decisions and determinations to be made in respect of any individual case arising from the implementation of this policy to the Chair of Governors and the Headteacher.

8.2 This policy should be read alongside the Policy for Educational Visits and Journeys.

8.3 This policy will be reviewed every year at the review date set out below.

APPENDIX A

Parents exempt from paying board and lodging charge are those who can prove to the school that they are in receipt of at least one of the following benefits:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income
- the guarantee element of State Pension Credit; and
- any income related employment and support allowance that was introduced on 27 October 2008.

Review date: by April 2016