



Kingsway Junior School

'Developing Confident, Enthusiastic and Happy Learners!'

Charging and Remission Policy

Responsible committee	Full Governing Body
Date Reviewed	Autumn 2023
Next Review	Autumn 2025
Signed on behalf of the Governing Body	<i>Nicola Santamaria</i>
Print Name	Nicola Santamaria

Kingsway Junior School

Charging and Remissions Policy

Introduction

The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs, day trips, and residential experiences can make towards the children's academic, personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional optional activities.

The SLT and Governors of the school believe that when arranging trips or events we should be mindful of the costs to parents. The SLT should monitor if there are too many events requiring contributions within a term.

Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

KEY RESPONSIBILITIES

Resources Committee

- Will review and amend the charging and remissions policy on behalf of the governing body.

Head Teacher

- Will be responsible for drafting proposals for charges
- Will provide reports for the Resources committee

School Office Manager

- Will provide effective financial administration enabling efficient budget management by the head teacher
- Will maintain efficient and effective information systems

POLICY

During School Hours

In the event of activities organised by the school during school hours, parents may be expected to contribute to the following:

- Individual or group music tuition
- Theatre, museum and concert visits
- Visits by authors, poets, environmentalists and other experts who come into the school to extend children's knowledge and experience.
- Costs associated with swimming tuition but not the actual tuition
- The board and lodging element of all residential visits
- Activities arranged by a third party such as a travel agent or tour company.

Outside School Hours

The full cost will be charged to each child, of activities deemed to be optional extras taking place outside school hours, such as:

Theatre and concert visits

Clubs provided by external providers

Charges may be made for optional courses or activities which fall wholly or mainly outside school hours.

This will not include any activity which is required by the National Curriculum or to fulfil statutory duties relating to Religious Education. Charges made for such activities may include an element for:

- pupils' travel costs
- pupils' board and lodging costs
- materials, books, instruments or other equipment
- non-teaching staff
- entrance fees to museums, theatres etc
- insurance costs.

Charging for materials/services

The Governing Body may charge for ingredients and materials or require them to be provided if parents have indicated in advance that they wish to own the finished product. The Governing Body may also charge for the cost of repair or replacement of items willfully damaged or loaned and subsequently damaged or lost.

Details of charges for photocopier, telephone and fax facilities are available from the school office.

Refunds

Refunds will only be granted subject to extenuating circumstances and as agreed by the Headteacher.

Swimming: Children are NOT refunded for days when they have been absent from school, unless at the discretion of the Head.

Voluntary Contributions

The school may seek voluntary contributions for activities falling outside those described where charges may be made. The following principles apply:

- such contributions are voluntary
- pupils will not be treated differently according to whether parents have made a contribution or not

- an activity may not take place if there is insufficient financial support.

School journeys and day trips therefore only operate if parents provide the voluntary contribution suggested by the school.

If only some are prepared to do this and the school considers that insufficient funds are available to make the proposed activity viable, then in the interests of fairness amongst all children, the school journey, day trip or visit will be cancelled.

The following standard paragraph will be appended to all letters to parents where voluntary contributions are applicable.

Unfortunately if insufficient contributions are received these visits or activities may have to be cancelled for all the children.

The Governing Body looks forward to the support, understanding and cooperation of parents.

The Governing Body reserves the right from time to time to amend the categories of activities for which a voluntary contribution or charge is made.

Remissions

Remission of charges should be considered in the case of

- Those whose children are identified as 'pupil premium'
- Those who are in receipt of income support
- Twins or triplets, particularly for residential trips
- Staff should be aware of families that may be experiencing financial difficulties even if these are temporary.

The Headteacher and governors will consider sympathetically cases of genuine need, seeking help with these charges and will endeavour to remit those they feel are necessary from the school's budget or an alternative source. Any discussions with parents, or decisions made, will be confidential.