

# Anston Park Junior School



## Charging & Remissions Policy

Reviewed September 2019  
Review September 2020

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities.

### **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### **Responsibilities**

The Governing Board of the School is responsible for determining the content of the policy and the Head Teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and Governing Board.

### **Charges will not be made for:**

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated

### **Charges**

Fund raising activities will ensure that money is used to subsidise the cost of all school visits therefore reducing the cost for all.

Charges will be made for:

- Transport provided in connection with an educational trip
- A small contribution may be asked for towards visiting groups e.g. theatre companies
- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - travel
  - materials and equipment
  - non-teaching staff costs
  - entrance fees
  - insurance costs
- Vocal and musical instrument tuition
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils

## **Remission**

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 charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support
- Income Based Job Seekers Allowance
- Support under Part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent does not receive Working Tax
- Credit and the family's annual household income (as assessed by HMRC) does not exceed £16,190.
- The guarantee element of State pension Credit

## **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for visits out of school which will include travel costs, entrance fees and insurance costs. The school will also subsidise all visits out of school from school funds.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge.

In addition the following will be made clear to parents:

- That the contribution is genuinely voluntary and a parent is under no obligation to pay
- That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.