



Eastburn
Junior and Infant School

Charging and Remissions Policy

December 2018

1 Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This policy describes how we will do our best to ensure a good range of visits and activities are offered and try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

This Charging and Remissions Policy complies with statutory requirements and has regard to the Authority's Policy Statements on charging.

The Governing Body and Headteacher will jointly consider and determine how the school will subsidise part or all of the payment of charges for certain activities and pupils.

2 Aims

2.1 To set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.

2.2 To clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

3 Voluntary Contributions

The Governors and Staff of Eastburn Junior and Infant School believe that educational visits are a valuable part of school life, which are used to enhance the pupils' learning and broaden their knowledge and experience. Unfortunately the school does not have the necessary funds to cover the cost of all such visits and activities. Therefore, when organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to make a voluntary contribution to cover the cost of the trip. No child will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

Sometimes the school may pay additional costs in order to support the visit. Parents have a right to know how each trip is funded and school can provide this information on request.

If insufficient voluntary contributions (less than 70% of the cost of the trip/visit) are received, the school has the right to cancel the school visit and any monies paid by parents will be reimbursed.

The following list, though not exhaustive, gives examples of additional activities organised by the school, which require voluntary contributions from parents. These charges only cover the expenses of the visit/activity, and are not calculated to make a profit.

- Educational Visits (e.g. museums, galleries).
- Sporting activities which require transport expenses.
- Outdoor adventure activities.
- Enrichment Activities (e.g. theatre visits).
- Musical events.

Please refer to Section 7 for remissions.

4 Residential visits

If the school organises a residential educational visit we will make charges for activities, accommodation, food, travel and insurance to cover costs but do not seek to make a profit.

Currently a residential visit takes place for Year 6 pupils. A charge will be made to cover the cost of this visit. Please refer to Section 7 for remissions.

5 Activities without charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, or other equipment.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition, is part of the National Curriculum.
- Education provided on any trip that takes place outside of school hours. However, Governors have agreed that Voluntary Contributions can be requested. (See 3.)
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.(See 4.)
- The school organises swimming lessons for all children in Year 5. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and ask parents for their written permission for their child to take part in swimming lessons. Transport will not be charged for swimming.
- Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions will be requested. (See 3.)

6 Chargeable Activities

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- After School Clubs provided by an external provider for example, Dance, Gymnastics and Sports Clubs.
- Specialist individual/small group music tuition which is not part of the National Curriculum (e.g. guitar, recorder, keyboard lessons).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Residential Visits

Educational or other activities provided wholly or mainly outside school hours, which are not:

- Part of the National Curriculum
- Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
- Part of religious education. (Note: This could include before and after school clubs run by the school).

6.1 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 group music tuition if this is provided in addition to the National Curriculum. Individual or small group lessons may be provided by teachers within school, through the local

authority or a private provider. Charges may be applied for these lessons. We give parents information about additional music tuition at the start of each academic year.

6.2 Extra-Curricular Activities

The school offers opportunities for pupils to participate in additional activities outside of school hours and may make a small charge to cover the costs of the external providers.

6.3 Lettings

The school charges third parties for the hire of its facilities (sports hall, fields, meeting rooms, etc.). Current charges for lettings are specified in the Lettings Policy.

6.4 Milk

Milk is provided free of charge for children in Reception, until the beginning of the term in which the child turns 5. Pupils aged 5 and over may purchase one third of a pint of milk per day. School Milk is ordered by parents directly at www.schoolmilkuk.com

6.5 Fruit

Free fruit is provided by the Government for all pupils in Nursery, Reception, Year 1 and Year 2. The school kitchen operates a Snack Club for children in Key Stage 2 and currently charge 20p per day.

6.6 Before and After School Care – Fun Zone

The before and after school club; Fun Zone is run by Eastburn Junior and Infant School. Fun Zone operates for children attending Eastburn Junior and Infant School. Fun Zone is a chargeable service which is not subsidised by the school. Fees will be calculated to ensure that the expenditure of the service does not exceed the income.

Fees will be reviewed annually (in June) by the Resources Committee and recommendations made to the Full Governing Body (for implementation the following September). **From September 2019, the fees are £4.70 per session.**

Charges will apply once a session has been booked and no refunds can be made, except in exceptional circumstances, for example where a child attends a school sporting event.

Parents may pay using Childcare Vouchers.

The school reserves the right to refuse the service to a child if fees are not paid.

Parents who are late collecting their child will be charged an additional fee to cover staffing costs. At the discretion of the Headteacher, a charge may be imposed of £10 for each fifteen minute period where the child has not been collected.

The children of staff employed by Eastburn Junior and Infant School, who currently attend the school, are entitled to a fifty percent reduction in fees: From September a session for the child of a member of Eastburn school staff will be charged at the full rate. Any child attending Fun Zone sessions must be fully registered and included in staffing ratios.

Families who qualify for Pupil Premium Funding and those in receipt of income support are not entitled to a reduction in fees.

6.7 Lost Books

A charge to cover the full cost of replacement will be made for the loss of any library or reading books.

6.8 Damage to School Property

It is at the discretion of the Governing Body and/or Head Teacher to consider making a charge to parents for any damage to school property by a pupil or parent, caused either wilfully or neglectfully.

6.9 Private Telephone Calls

Any private calls made using school landlines must be recorded on the relevant sheet and payment made to the school office before the end of the term. The basic charge is 10p per call. However it is the caller's responsibility to make an additional payment for particularly lengthy calls or calls at a non-standard rate.

6.10 Photocopying

Photocopies made for private use will be charged at 10p per copy for black and white copying or 20p per copy for colour copying.

Parents requesting photocopies of school documents will be charged at the above rates.

6.11 Lost Security Badges

Staff may be charged an amount of £6.50 for the loss of their staff badge and door access cards.

7 Remissions for cost of visits and visitors

The school will cover the full cost of trips/visits for children entitled to Pupil Premium funding.

The school will pay for half of the costs of trips/visits for children where parents/carers currently receive the following support payment, proof will be required:

- Universal Credit (provided you have an annual net earned income of no more than £7400)
- Income Support
- Income based Job-seeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for working Tax Credit

Any parent who experiences difficulties in paying should not hesitate to discuss their circumstances in confidence with either the Headteacher or the School Business Manager who will agree a 'time to pay' agreement where payments can be made in agreed instalments.

The Headteacher will authorise the remission of charges and report to Governors.

This Policy will be reviewed on an annual basis by the Schools' Governing Body Resources Committee.

Signed.....(Chair of Governors)

Date.....