



Ashbrook Junior School

CHARGES & REMISSIONS POLICY

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

This policy is monitored by the governing body, and will be reviewed annually or earlier if necessary.

Prohibition of Charges

The Governing Body recognises that the legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum.
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- 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 body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip.

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;

- musical events.

Residential Activities

Parents are normally expected to meet the full charge. The school will consider, where appropriate, making payment in full or part for children from families where genuine hardship can be proven. For children who are in receipt of free school meals, financial support may be offered through the use of Pupil Premium.

Lost Equipment / Books etc.

Parents are expected to replace, or meet the cost of replacing, lost items of school property.

Damage / Breakages

Wilful or malicious damage to school buildings or property will be charged to parents.

Telephone Calls

A charge for the use of school telephones for private calls will be made to all users:

Photocopying

A charge will be made for all private photocopying: 5p for B/W 10p for Colour

Other consumables to be charged at the appropriate rate (these charges may fluctuate slightly to take into account price increases)

Voluntary Contributions (Including Activity money- suggested at 50p week)

Voluntary contributions may be invited for any of the school's activities and visits. The school wishes to make it clear that:

1. There is no obligation to make a contribution
2. A pupil whose parents do not make a contribution will not be treated differently
3. An activity may be cancelled if insufficient funding is generated from voluntary contributions
4. For children who are in receipt of free school meals, financial support may be offered through the use of Pupil Premium.

Extra Curriculum Clubs

The school offers additional extra curriculum clubs, (i.e. Schools Sports Partnership) these may be subject to a small charge to cover costs.

Football

The school offers additional football coaching after school. A qualified FA coach, who is not a member of the school staff, runs and organises these sessions. A charge is made by the company.

For children who are in receipt of free school meals, financial support may be offered through the use of Pupil Premium.

Lettings

The Governing Body will determine the charges levied and to the statutory requirements of any other Act, although Governors will ensure that any costs incurred by the school are recovered. The Governing Body's method of calculating the actual cost of the letting comprises of the following elements: -

1. Energy
2. Caretaking Fees
3. Per Capita costs
4. Computer & Printer Costs
5. Lettings by non-community/commercial groups
6. Excessive cleaning
7. Profit Margin
8. Wear and Tear
9. Other costs

Remissions Policy

Those parents/carers who need it are offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity.

This policy will be reviewed every two years.