



## CHARGING POLICY 2019-20

**Purpose:** The Governing Body believes that all pupils should have an equal opportunity to benefit from school activities and visits irrespective of their parents/carers financial means.

**Main outcome:** Enjoy and achieve.

**Status:** Statutory

**What was consulted?** The policy has been informed by Norfolk County Council's recommended Charging Policy.

**Relationship to other policies/procedures:** The policy complements the school's equalities policy, curriculum policy, educational visits policy and the teaching and learning policy

**Roles and responsibilities of headteacher, other staff, governors.**

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. In fact, the governing body cannot charge parents/carers and pupils for any activity unless it has drawn up a charging policy.

**Arrangements for monitoring and evaluation**

The Resources Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

**Access.** This policy can be accessed on the school's website.

# Avenue Junior School Charging Policy

## 1. Principles for Charging

- Charges for school activities will only be made as specified in this policy.
- Charges will only be made when they have been agreed in advance by the parents/carers of the pupil concerned.

## 2. Charges for School Activities

These are the activities and materials for which the school will charge:

- **Travel**  
The cost of travel when a pupil makes use of transport not provided by the Local Authority or school, to travel direct from home to an activity approved of, but not provided by, the Local Authority or school.
- **Board and lodging**  
Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.
- **Music tuition**  
Individual instrumental tuition, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. The school may charge for instrumental tuition given to an individual or groups of no more than four pupils.
- **Ingredients and materials**  
Ingredients and materials for practical subjects where parents will receive the finished articles.
- **Breakages or damage to school premises/equipment**  
The school may ask parents to pay for damage to school property or equipment where this is the result of the pupil's behaviour.
- **Recovery of charges**  
Any sums payable as charges under this policy to which parents have agreed are recoverable summarily as a civil debt.

## 3. Activities outside school hours

A charge will be made for all residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents/carers. The charge will include the

- travel costs;

This Charging Policy was reviewed during the Spring Term 2019 by the Governors' Resources Committee and was approved by the full Governing Body 25 February 2019

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- board and lodging costs;
- materials, books, instruments and other equipment;
- any staff costs (teaching or non-teaching) engaged specifically for the activity;
- entrance fees;
- insurance costs

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school.

#### **4. Voluntary Contributions and Donations to the School**

Under the legislation the school is able to seek voluntary contributions from parents to support activities where a charge is not allowed to be made.

- A request for a voluntary contribution can include a notional amount to cover for underpayment by others.
- A child cannot be excluded from a planned activity/visit on the basis of a voluntary contribution not being received.
- It is appropriate to inform parents that an activity/visit might not take place unless enough contributions are received.

#### **5. Remission of Charges for School Activities**

In accordance with the law, board and lodging charges may be remitted in full to pupils whose parents receive the following benefits:-

- Income Support
- Income Based Jobseeker's Allowance
- Universal Credit (when fully rolled out)
- Working Families' Credit
- Disabled person's tax credit

Remission of charges only applies to board and lodgings charges, which are levied directly by the Local Authority or the school and where they relate to activities, deemed to take place wholly or partly in school hours. Remission will not apply to such charges when they relate to activities wholly outside school hours, except:

- (i) the activity is provided to meet the syllabus requirements of a "prescribed" public examination;

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- (ii) the activity is provided to fulfil statutory duties relating to the National Curriculum;
- (iii) the activity fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the head teacher.

## **6. Refund Policy**

- **School Trips and Visits**

All school trips are costed to create a break even outcome. Within the costing there is an assumption that some parents will not contribute the full amount. This is built into the voluntary contributions and charges to try and ensure that trips do not need to be cancelled through under-funding.

Refunds will only be offered if the school has been forced to cancel a visit, or if the surplus collected for an activity exceeds the cost of that activity by at least £5 per pupil.

Should the amount collected per pupil exceed that amount, parents/carers should be offered the refund in writing, with a reply slip attached to the letter stating whether they wish to take up the offer, or decline it, along with a deadline by which a response is required. It should be clearly stated where the surplus will be placed e.g. to offset a future visit etc, and that if no reply is received by the deadline, the school will assume that the parent/carer intends for the school to retain the funds.

- **Other charges for services or goods**

Refunds for services (e.g. music lessons) or goods can be given as long as:

1. The school has failed to provide the service or goods promised.
2. A third party has failed to provide the services on behalf of the school.

## **7. Policy Review**

This Charging Policy was updated during the Spring Term of 2019 by the Governors' Resources Committee and was approved by the full Governing Body: 25 February 2019 Review date: February 2020