



HARTSFIELD JMI SCHOOL

CHARGING AND REMISSIONS POLICY

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips can make towards childrens' 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.

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

This policy has been informed by "A Guide to the Law for School Governors" and the DfE guidance "Charging for School Activities" (Jan 2009.)

Since the introduction of the Pupil Premium for families eligible for Free School Meals or whose family are serving members of the Armed Forces, the school routinely draws on this Premium to support day trips, extra curricular clubs where there are costs attached or in supporting residential trips if needed.

Roles and responsibilities of the Headteacher, other staff, governors

The Headteacher, staff and governors will ensure that the following applies:

1. No charges will 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, or as part of a syllabus for a prescribed public examination that the pupil is being prepared for at school or as part of the schools basic curriculum for religious education
- tuition for pupils learning to play musical instruments or singing as 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
- entry for a prescribed public examination, if the pupil has been prepared for it at the school
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

2. Activities for which charges may be made:

- Residential activities: board and lodging costs on residential visits deemed to take place during school time. However pupils whose parents are in receipt of benefits (see point 3) may not be charged in full for board and lodging costs.
- costs associated with individual or group tuition in playing a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.

- optional extra activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination, and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education. Participation in any such activities to be on the basis of parental choice and a willingness to meet such charges as are made.
- transport costs provided in connection with an optional activity.
- the cost in cash or in kind of ingredients and materials needed for practical subjects such as cookery and craft, design and technology, if parents have indicated a given prior consent

The Governing Body may, from time to time amend the categories of activity for which charges may be made. Parents will be advised in advance by a School Letter.

Income Recovery:

Should Parents or Hirers fail to meet their commitment or obligation to pay for agreed trips/ facilities, the school will make all reasonable attempts to recover outstanding monies from Parents or Persons Hirings the school facilities. This will be in the first instance through professional amicable negotiation which may be resolved through weekly, monthly or staged payments to recover outstanding amounts. In the event of monies not being recovered via negotiation the school will draw on the "Visits/ Trips Contingency" reserve earmarked in the School Budget (ringfenced £500.00.) to the value of £30.00 for a day visit and £400.00 for a residential visit. The Finance and Personnel Committee will be notified if the school draws on this contingency.

The Remissions Policy

3. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some visits and activities where charges can legally be made will be offered at no charge or a reduced cost to parents in particular circumstances. This remissions policy sets out the circumstances in which charges may be waived.

Parents in receipt of:

- Income Support
 - Income-based Jobseeker's Allowance
 - Support under part VI of the Immigration and Asylum Act 1999.
 - Child Tax Credit, provided that Working Tax Credit is not also received
 - Disabled Person's Tax Credit
 - State Pension
- The charge for the board and lodging costs of a residential visit, where the education on that visit must otherwise be provided free, will be remitted in the case of pupils whose parents or guardians are in receipt of:
 - The Authority operates a remission policy in relation to individual tuition in playing a musical instrument. Details of the current scheme are available from Hertfordshire Music Service on 01438 844848.
 - The Governing Body may remit in full or in part any of the cost of outside activities in certain circumstances:

For parents who find, for example, that paying for a school visit presents financial difficulties which would make it difficult for pupils to take part in a particular activity, some help may be possible providing that there are school funds available to support the request

In such circumstances parents are invited to contact, in confidence, the Headteacher, for the remission of charges, in part or in full.

4. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we will inform parents in advance of visits and their approximate cost so that parents can plan ahead.
- The school will agree to refund 5% or £5.00 (whichever is the greater) as the amount refundable after costing a visit.
- we have established a system for parents to pay in instalments

A statement summarising the Governing Body's policy on charging and remissions will be contained in the School Prospectus and the policy document is available in the School Office for any parent to inspect, should they request to do so.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing educational facilities for children.