



**Moulsham**

**Junior School**

## **Charging & Remissions Policy**

Date Policy Reviewed & Approved by Full Governing Body: **8<sup>th</sup> November 2021**

Date of Next Review: **November 2022**

## **Charging & Remissions Policy**

The Governors are mindful of both the implications of the Education Act governing charges and the financial situation in which many of our parents find themselves. We wish to strike a balance between the two and support a range of educational activities, which enhance and enrich the curriculum without disadvantaging any child.

### **The school will seek to charge in the following areas:**

- Residential Trips & Visits – a charge will be made to cover all costs of a residential trip including board and lodging, transport, activities, supply cover and administration. A non-refundable deposit payment will usually be requested towards the cost of securing accommodation and the remaining balance will then be payable by agreed instalments with full and final payment due by an appropriate deadline. Failure to make full payment by the requested deadline may, at the school's discretion, result in the loss of a child's place on the visit.
- Activities and day visits that take place wholly or mainly out of school hours, including transport costs where appropriate.
- Provision of music tuition/lessons, including the cost of specialist music teachers and administration of such tuition/lessons.
- Materials for craft work or ingredients for cookery where the wish has been expressed to keep the finished product.
- The cost of repair or replacement for breakages, damages or loss as a result of a pupil's behaviour.
- Clubs and after school activities provided or supervised solely by school staff (NB. charges are made for clubs or activities offered on school premises by external providers, in which case all payments will be made directly to the provider and not to the school). These charges are to cover the cost of materials and resources used.

If meeting the cost of a residential trip is likely to create difficulties then parents and carers are encouraged to contact the school at the earliest opportunity to discuss ways in which help may be provided.

Where a pupil is eligible for free school meals and/or pupil premium funding the school may, upon written request from a parent or carer, use such funds to subsidise the cost of such visits or activities. Such assistance will normally be limited to 50% of the total cost but the school may use its discretion in this respect in order to ensure that no pupil wishing to participate is unable to do so.

Where a pupil is not eligible for either free schools meals or pupil premium funding then financial assistance will only be provided at the Headteacher's discretion.

**The following are the areas and activities where no compulsory charge can be made, but the school's practice will be to seek voluntary contributions:**

- Education provided during school hours, which necessitates the school covering the costs of transport, specialised tuition and/or particular resources. This would include cooking, craftwork and visiting specialists in creative arts.
- Transport and entrance costs to theatres, museums or other places of educational interest in the course of visits which take place wholly or mainly during school hours.
- Workshops and other specialist activities that take place on school premises.
- Swimming lessons provided during the school day or as part of the curriculum.
- Transport to sporting events but only where no specific funding is available to cover such costs.

The school will be responsible for providing reasonable notice to parents before an activity or visit that voluntary contributions will be required.

Where voluntary contributions are sought they will only be to cover all costs of providing the trip or activity and not to make a profit. There will be no obligation to make a voluntary contribution and no child will be prevented from taking part because a voluntary contribution has not been received. Parents or carers will never be asked to contribute towards another pupil's costs.

However, if insufficient voluntary contributions are received then the school reserves the right to cancel a planned activity or trip and only then may the voluntary contributions received be refunded.

The school may, at its discretion, use its own funds to support such activities or trips in order for the activity or trip to take place, but is under no obligation to do so.

*As a school we adhere to guidance however, as a matter of course and courtesy to busy parents we will send reminder letters if no payment is received.*

**The school will not usually charge for the following:**

- Transport to sporting events where specific funding is available to cover such costs.

### **Lettings**

The school will consider requests to make its premises and facilities available to outside users. All such requests will require the prior approval of the Head Teacher and will be subject to an appropriate charge as set out in the scale of charges determined and approved on an annual basis by the Governing Body.

### **Other Charges**

The Head Teacher or Governing Body reserve the right to levy charges for other miscellaneous services or resources up to but not exceeding the cost of providing such a service or resource.