Poulner Junior School

Charging & Remission Policy

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Version	Reviewed	Ratified	Description of main changes	Signature
1.0	22/11/17 by P&R Committee	22/11/2017 by P&R Committee		
1.1	30/12/2020		Free school meals changed to Pupil Premium	
1.2	11/5/22		Moved to annual review	

Next Review Date: Summer Term 1 (2022-2023)
Reviewed & Ratified by: Full Governing Body
Review Frequency: annually

Description of policy: charging and remission policy

Other documents referred to: *n/a*

Poulner Junior School

Charging & Remittance Policy

The Governing Body recognises that as a result of the 1996 Education Act there is no statutory requirement to charge for any form of education or related activity and that charging is prohibited except in certain circumstances at the discretion of the L.A. or Governing body.

The governing body also recognises that the curriculum as it exists at present cannot continue without asking for voluntary contributions from parents in certain circumstances.

1. Education Activities taking place during school hours

1.1 "School hours" are defined as being those hours during which the school is in session, but excluding the mid-day break

1.2 No charges will be made for any activity or materials, books, instruments or other equipment which are essential to fulfil the statutory curriculum

1.3 Voluntary contributions may be asked for to enable extra activities, which are deemed educationally desirable, to take place. It may also be stated that such an activity will not be able to take place unless enough contributions are received to finance that activity. The contributions requested will reflect the cost of that activity (including any consequential costs such as supply cover, transport, refreshments) less any subsidy from funds available to the school.

1.4 Materials required which would result in a finished product, may be charged for as long as parents have been asked in advance if they wish to own that finished product.

1.5 Parents will be expected to provide items of clothing such as aprons, school uniform or football boots. Assistance may be available for those eligible to claim Pupil Premium. The school will continue to provide essential protective equipment such as safety goggles.

2. Educational Activities taking place outside school hours

2.1 Charges for activities may be made except where the activities are required to fulfil statutory duties relating to the national curriculum or religious education in which case no charge may be made with the exception of board and lodging charges for a residential visit (see sections 3.1 to 3.3)

2.2 The costs incurred by teachers providing the activity may be included in the costs to pupils.

2.3 A pupil's participation in such an activity will be a matter for parental choice and on the basis of a willingness to meet any charges applicable. Thus such an agreement is a pre-requisite to a pupil's inclusion.

2.4 Such charges will take into full account any subsidy provided by the L.A. and reduced accordingly.

3. Definitions by the Act

3.1 Day visits and non-residential activities are deemed to take place during school hours if 50% or more of the time spent on the activity, including any connected travel, occurs during school hours. (See Section 1.1) The Charging Policy for such an activity will therefore follow 1.1 – 1.5.

3.2 Residential activity is defined as being one which involves pupils spending one or more nights away from home. Such an activity is deemed to take place during school hours if the number of school sessions taken up by the activity is 50 % or more of the number of half days (12 hours) involved (in this connection a „half day" is defined as any period of 12 hours ending at noon or midnight of any day). The charging policy for such an activity will therefore follow 1.1 – 1.5 except that the full actual costs per pupil for board and lodging may be charged to the parent.

3.3 A residential activity is deemed to take place outside of school hours if the number of school sessions taken up by the activity is less than 50% of the number of half days (12 hours) involved. An appropriate charge may be made to parents unless the activity is required to fulfil statutory duties relating to the national curriculum or religious education.

4. Activities arranged by a third party

It would not be appropriate in any way to arrange or help to arrange an activity for which Hampshire County Council has no legal liability. Nor is it anticipated that teachers would be granted leave of absence to participate in such an activity.

6. Music Provision

6.1 Charges will not be made for class music tuition during school hours.

6.2 Music tuition, whether group or individual, will also be free, whether it is provided during or outside school hours, if it forms part of the National Curriculum.

6.3 No charge will be made for group activities e.g. school orchestras, which take place during school hours.

6.4 A charge may be made for individual and small group music tuition not forming part of National Curriculum, provided parental agreement is obtained before a pupil is given the tuition. The charge can include:

(a) the cost of the teacher
(b) the costs of sheet music
(c) the hire and insurance of a musical instrument.

6.5 Serious consideration will be given to requests for tuition from parents suffering financial hardship or whose child is in receipt of Pupil Premium, with each case being judged independently by the Headteacher and given at the school's own discretion.

6.6 Parents are asked to make a term's commitment in advance to tuition. Parents will be invoiced termly.

6.7 Parents will be required to commit to a full year of tuition and for payment to be made termly. If the child no longer wishes to continue with lessons then the parent will need to inform the school by May half term ready for the following year. Should a pupil decide not to attend tuition at any time during a term period, no reimbursement of fees will be given.

6.8 Tuition will be cancelled if payment is not received in advance. However, parents will still be liable for settling any outstanding amounts.

6.9 School reserves the right to terminate tuition if it does not consider groups to be viable, or if progress/commitment is unsatisfactory. This will be done after consultation with the instrumental teachers and parents.

6.10 School insurance will cover loaned instruments in school and on the journey to and from school. Parents' own insurance must cover the cost of replace/repair, should damage occur outside these times. Advice will be given by the instrumental and music teacher. Insurance should be taken out for pupil's own instruments.

7. Voluntary Contributions

7.1 Any such contributions must be genuinely voluntary and it will be made clear to parents if contributions are requested that;

(a) there is no obligation to contribute

(b) pupils will be treated the same whether or not their parents have contributed

(c) there is support for low income families, in which case the child is in receipt of Pupil Premium, and this is the criterion used to assess whether support is needed.

7.2 If an activity cannot be funded without voluntary contributions, this will be made clear to parents in an initial letter indicating

(a) the nature of the proposed activity and its education value;
(b) the contribution per pupil which would be required if the activity were to take place;
(c) the activity would not take place if insufficient contribution were forthcoming.

8. Breakages and Fines

8.1 Parents may be asked to pay for the cost of any damage resulting from a pupil's misbehaviour.

8.2 Parents may be asked to pay for the replacement of any lost or damaged material in the care of the pupil

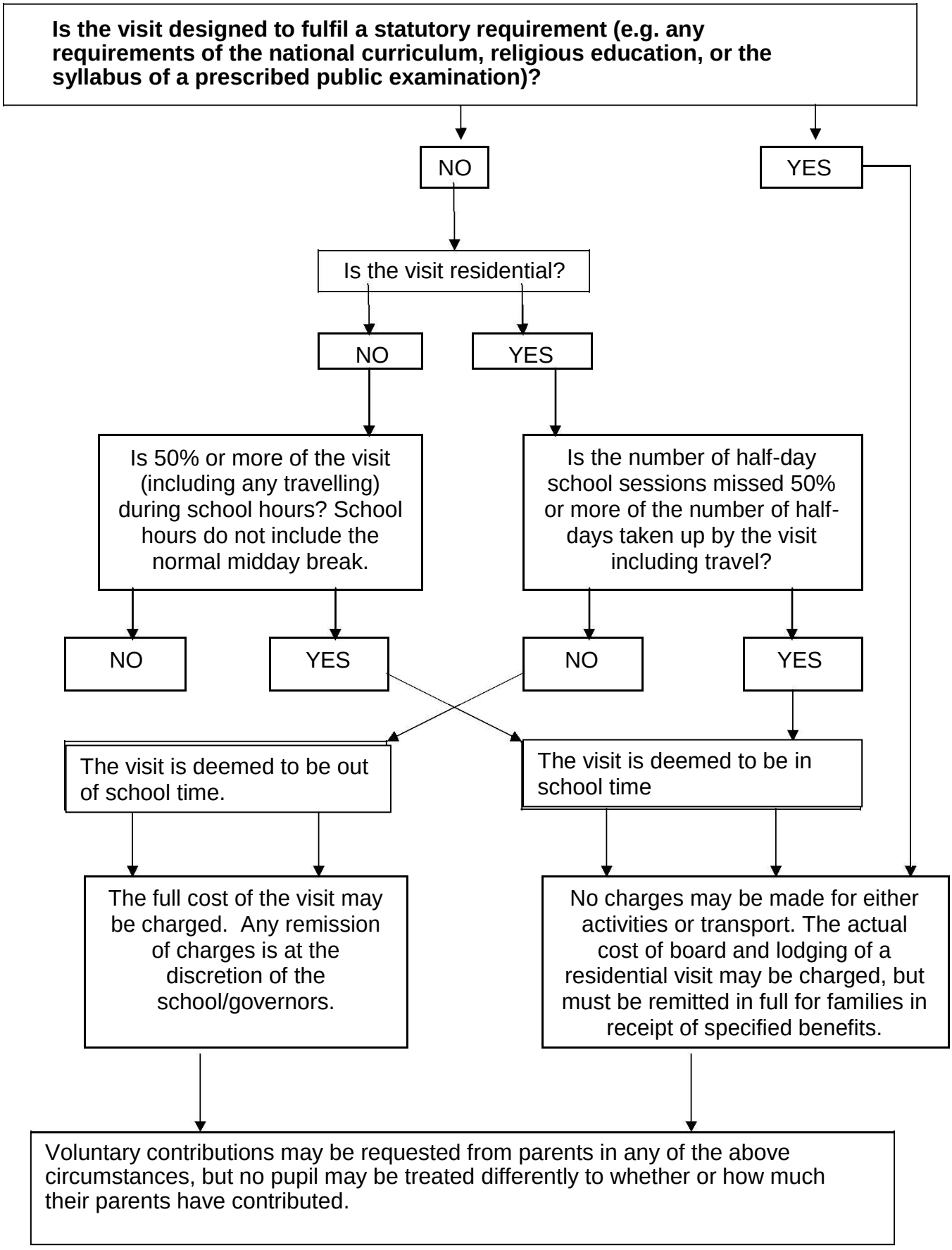
Communications to parents : Charging and Remissions Policy

1. For activities which must take place to fulfil the curriculum the following form of words could be used:

   "In order to cover the cost of the ……..a voluntary contribution of ……per pupil is requested. There is no obligation to contribute and pupils will be treated the same whether or not a contribution has been received. However, a failure to receive such contributions could put financial restraints on other activities within this subject.

2. For activities which are deemed educationally desirable but are dependent on funds totally from parent contributions, the following form of words could be used:

   "This activity has been organised because …… (reason)
   If this activity is to take place, a voluntary contribution of ……..per pupil is necessary. Unless sufficient contributions are forthcoming, the activity will not be able to take place and any contributions made will be refunded in full".


Is the visit designed to fulfil a statutory requirement (e.g. any requirements of the national curriculum, religious education, or the syllabus of a prescribed public examination)?
NO
YES
Is the visit residential?
NO
YES
Is 50% or more of the visit (including any travelling) during school hours? School hours do not include the normal midday break.
Is the number of half-day school sessions missed 50% or more of the number of half-days taken up by the visit including travel?
NO
YES
NO
YES
The visit is deemed to be out of school time.
The visit is deemed to be in school time
The full cost of the visit may be charged. Any remission of charges is at the discretion of the school/governors.
No charges may be made for either activities or transport. The actual cost of board and lodging of a residential visit may be charged, but must be remitted in full for families in receipt of specified benefits.
Voluntary contributions may be requested from parents in any of the above circumstances, but no pupil may be treated differently to whether or how much their parents have contributed.