

The policy will be reviewed annually.

Reviewed: September 2023

Review date: September 2024



**The Federation of Fryern Infant and Junior Schools**  
**Charging and Remissions Policy**

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents' financial means. We will do our best to provide a good range of visits and activities for all pupils and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The school's charging policy is in line with the regulations set out in the 1996 Education Act. This allows the school to make a charge for board and lodging on residential visits, costs associated with individual or group musical tuition and activities which take place wholly or mainly outside school hours. This charge will cover the full cost of the activity in question in respect of all pupils.

**Charges will be made for the following areas of activity.**

1. Board and lodging on residential visits.
2. Costs associated with individual tuition in the playing of musical instruments whether in or out of school activities, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.
3. Activities which take place wholly or mainly outside school hours, which are not provided as part of the syllabus for a public exam and are not required to fulfil statutory duties related to the National Curriculum or to Religious Education.

**Voluntary Contributions**

The school reserves the right to ask parents for voluntary contributions for any activity organised by the school which takes place, wholly or mainly (50% or more) during normal teaching time.

Voluntary contributions will be requested from parents/carers for activities and outings that are run during the school day that incur costs for the school e.g. class visits, transports costs to events, theatre visits to and by school, cooking and design where the finished product is taken home, etc.

Requests for such contributions will be made to the parents/carers by letter at the time of the activity and emphasise the voluntary nature. Parents who do not make such contributions will be treated no differently from those who do. Non-contribution would not prejudice a pupil's place. However, unless most parents were prepared to make a contribution, the school would have to cancel the activity. Such enriching activities are an important aspect in supporting the curriculum. If the activity cannot be funded without voluntary contributions, the parents/carers will be notified of this from the outset. If insufficient contributions are raised the trip or activity may have to be

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cancelled. Voluntary contributions will, in all circumstances, be invited through individual letters to parents. Any school organised activity which takes place mainly (more than 50%) outside of school time will be charged for in such a way as to meet the entire costs of the activity.

At the discretion of the Headteacher exception to this will be:-

In cases of known hardship, the school will offer to pay part or all of the cost in respect of individual pupils. This money will be met either from the school budget or other funds available to the school e.g. Pupil Premium.

### **Additional Considerations**

The governing body will adhere to the following guidelines in order to minimise any unnecessary burden on family finances.

- Have a system for parents to pay in instalments for residential trips.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

### **Other Charges**

The Governing Body has determined:

- 1.To make an administrative charge in respect of a request made under GDPR 2018.
- 2.To charge a fee not exceeding the cost of supply in respect of a request made under the Education (Pupil Information) (England) Regulations 2000.
- 3.To charge a fee, in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000.

The school has the right to require payment for any items of school property lost or damaged as a result of careless or needless behaviour, including damage to books, equipment and furniture etc.

### **Residential Visits**

Where an activity is residential the consequent cost of residency will be charged to the parents or legal guardian. Any parents or legal guardians who are experiencing financial difficulty will be encouraged to approach the school where we will seek to find assistance with the charges. The Governing Body will determine the special circumstances as appropriate, however, in all cases parents will be expected to make at least a nominal contribution.

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The school will cover accidental breakages of school property. Deliberate or wilful acts which result in breakage or damage to school property will be charged for at a rate appropriate to replacement costs.

### **Music**

Where children receive tuition from peripatetic staff, either individually or in a group activity, the school liaises with Hampshire Music Service on behalf of the parents. The music charges will be reviewed annually in line with charges from Hampshire Music Service.

### **Breakfast Club and After School Club**

The school charges a fixed amount per child for breakfast club and after school club. This is for supervision. The parents are expected to pay in advance for this service. The charges will be reviewed annually in line with uptake and staffing costs. Parents may use Childcare vouchers for breakfast and after school clubs.

### **Swimming**

There is no charge passed onto the parents for this National Curriculum requirement, however, parents will be asked for voluntary contributions towards the cost of transport to and from the swimming pool.

### **Extra-Curricular Clubs**

Where clubs are run by external providers the full cost of these activities will be passed on to the parents. Clubs which are run by school staff may incur a small cost for use of additional resources.

### **Other**

The Headteacher, or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an OFSTED report.

The school charging policy will be subject to change if there is new LA or DCSF directives.