



# PARKHILL JUNIOR SCHOOL



## CHARGING POLICY

### Introduction

This Charging Policy has been approved in accordance with S457 of the Education Act, 1996.

### Educational Visits

#### Day Trips

- Charges will be levied for day visits according to the costs incurred, e.g. transport and venue.

#### Residential Trips – Essential

- For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

#### Residential Trips – Non-Essential

- For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:
  - If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
  - If the amount of school time on the trip is half or more of the total time of the trip a charge will be levied for board and lodging.

#### Surplus Funds from visits

- Any surpluses generated from a residential visit funded by parent contributions, will be refunded back on a pro rata basis.

### Examination Entries

- The school does not pay any examination fees.

### Materials for Art, Craft and Design, and Design and Technology

- Pupils are not charged for materials for these subjects.

### Music Tuition

- At present, Redbridge Music Service levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons.
- No charge is levied where music tuition is an essential part of the National Curriculum or a prescribed public examination syllabus is being followed by the pupil.
- No Redbridge Music Service charge is levied to parents/carers in respect of singing tuition during the school day (Education Act).
- Remission of Redbridge Music Service fees is available when parents/carers of pupils receiving music tuition are in receipt of income support, family credit or jobseekers allowance.

### Activities Outside School Hours

- No charge will be made for activities outside school hours that are part of the National Curriculum or statutory RE, or that form an essential part of the syllabus for an approved examination.
- For all other activities outside school hours, a charge up to the cost of the activity will be levied.

### Damage/Loss to Property

- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.
- A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been charged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

### Voluntary Contributions

- Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents/carers to make a contribution towards the cost. Pupils will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request or invitation.

### Remissions Policy

- If the parent/carer of a pupil is in receipt of income support, family credit, income based jobseekers allowance (payable under the Jobseekers Act, 1995) or disability working allowance, charges in respect of board and lodging (S2), materials (S4), and activities outside school hours (S6) will be remitted in full.
- The Head Teacher and/or Finance Committee may remit in full or part, charges in respect of a pupil, if they feel it is reasonable in the circumstances.
- The Head Teacher and/or Finance Committee may decide not to levy charges in respect of a particular activity, if they feel it is reasonable in the circumstances.

Approved by the Governing Body:

**Reviewed: November 2018**

**Next Review Date: November 2020**

Explanatory Notes:

- The charging policy should be reconsidered every 2 years.
- The charging policy should be included within the school prospectus.
- It is a statutory requirement for a Charging Policy to exist, which must include a full remission in respect of charges levied for board and lodging for residential trips if the parent/carer of a pupil is in receipt of income support, family credit, income based jobseekers allowance (payable under the Jobseekers Act 1995) or disability working allowance.
- The Charging Policy must be agreed by the full Governing Body, it cannot be delegated to a committee or the Head Teacher.
- The statutory requirements only apply to charges made by a Governing Body or the LA, they do not apply to charges to pupils or their parents/carers made by other persons (e.g. travel firms).