

PARKHILL JUNIOR SCHOOL

CHARGING POLICY

Introduction

This Charging Policy has been approved in accordance with S457 of the Education Act, 1996. It includes a statement relating to COVID-19 and to our management of charging for families when an exceptional circumstance or crisis occurs.

Educational Visits

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. Non-contribution would not prejudice a pupil's place; however, unless most parents were prepared to make a contribution, the school may have to cancel the activity. Such enriching activities are an important aspect in supporting the curriculum.

Where an activity is residential, the 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 consider individual cases and can offer assistance or payment plans to help spread the costs over time.

Although contributions can only be requested in respect of (one day) school trips and consequently no pressure of any kind can be put on parents who do not pay, schools should monitor where trips make a "loss" (the suggested contributions for pupils should *not* contain an element to cover "non payers").

Day Educational Visits

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

Residential Visits – Essential

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

Residential Visits – Non-Essential

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

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 Services levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons. Where children receive tuition from peripatetic staff, the parent enters into a contract with Redbridge Music Services
- 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).

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.

Swimming

Swimming lessons are currently funded by the school from its delegated budget. This means the school subsidises the cost of swimming equally for all pupils, such that no charge is passed to parents.

Dinner Money

The full cost of dinners is passed onto parents. For children eligible for Free School Meals, no charge is made.

Parents not eligible for FSMs are requested to pay in advance or on the day for dinners. Any debt will be chased. The dinner account is a contract between ISS (school meals contractor) and parents; as such it is the responsibility of parents to ensure there are sufficient funds in their child's account to cover a meal.

Breakfast/After school clubs

Our breakfast is run by the School and is payment is made to staff by parents/carers when a pupil attends.

After school clubs are run by members of staff or outside agencies. We make a small charge for some of these. Some remain free of charge

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 at the Headteacher's discretion.
- 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.
- Exceptional events and crises will certainly impact on the nature and frequency of educational visits. Each individual visit will be evaluated in terms of risk, cost and benefit to learners. For example, during COVID 19 all educational visits using public transport were either cancelled or postponed.

Approved by the Governing Board:

Reviewed: July 2020

Next Review Date: July 2021

Explanatory Notes:

- The charging policy should be reconsidered every two years, at least.
- 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 Board, it cannot be delegated to a committee or the Head Teacher.
- The statutory requirements only apply to charges made by a Governing Board or the LA, they do not apply to charges to pupils or their parents/carers made by other persons (e.g. travel firms).