



## **VICTORIA PARK JUNIOR SCHOOL**

# **Charging and Remissions Policy**

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## **Charging & Remissions Policy Statement**

1. No charge is made for admitting pupils to maintained schools. Education provided during school hours is free. This includes materials, equipment, and transport provided in school hours by the Local Authority (LA) or by the school to carry pupils between the school and an activity.

### **VOLUNTARY CONTRIBUTIONS**

2. Victoria Park Junior School invites parents, carers and others to make voluntary contributions. All requests to parents and carers for voluntary contributions are clear that the contributions are voluntary and children of families who do not contribute are not treated any differently. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

### **ACTIVITIES NOT RUN BY THE SCHOOL OR LA**

3. When an organisation acting independently of Victoria Park Junior School or Trafford LA arranges an activity to take place during school hours and parents/carers want their children to join the activity, such organisations may charge parents/carers. Parents/carers must then ask the school to agree to their children being absent, where there is educational benefit to the activity this may be authorised (e.g. dance/music exams, participation in sport).
4. Where an activity is organised by a third party, and is approved by the school, is educational or is supervised by someone authorised by the school, then it is treated as if it were provided by the school, and no charge is made to the parents/carers, or pupils. A voluntary contribution may be invited.

### **EDUCATION OUTSIDE SCHOOL HOURS**

5. Parents/carers are only charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or that form part of the school's basic curriculum for religious education.
6. Charges may be made for other activities that happen outside school hours if parents/carers agree to pay.

## **MUSICAL INSTRUMENT TUITION**

7. There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or small group, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

## **CHARGING POLICIES**

8. If a charge is made for a particular type of activity - for example 'optional extras' - parents/carers need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). Parents and carers have a right to ask for this information. A copy of this policy is available on the school website.
9. If a charge is made for each pupil, this does not exceed the actual cost. If further funds need to be raised, for example, to help in hardship cases, this is done by voluntary contributions or general fund-raising.
10. If parents/carers are unable to pay the requested charge, a reduced charge which is subsidised by the school is available to all pupils.
11. The permitted charge may include an allowance for the costs of teachers/staff from the school who supervise the activity.

## **EDUCATION PARTLY DURING SCHOOL HOURS**

12. Sometimes an activity may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge is made.

## **RESIDENTIAL ACTIVITIES**

13. The residential activity at Victoria Park Junior School is a voluntary activity. As such a charge is made but some parents or carers qualify for remission or help with charges.\*

## **PUBLIC EXAMINATIONS**

14. No charges are made for entering pupils for public examinations.

## **DAMAGE & LOSS**

15. Should a child damage a piece of school property, or lose something that has been lent by the school a voluntary contribution is asked for.

\* Parents and carers qualifying for remission of charges or help with charges are those parents and carers in receipt of the following benefits whose children are therefore entitled to free school meals:

- Universal Credit (provided they have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of their most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after they stop qualifying for Working Tax Credit

Additionally families who have been entitled to free school meals at any point in the past 6 years of a child's school life also qualify for remission of charges or help with charges.

## **IN BRIEF**

### **The Governing Body:**

- may not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils or pupils in small groups;
- must draw up a charging policy, which does not have to be the same as the LA's policy as long as it meets the requirements of the law;
- may invite parents, carers and others to make voluntary contributions towards any part of the school's work;
- may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras;
- may charge for board and lodging on residential courses.