

STANLEY PARK JUNIOR SCHOOL



Charging and Remissions Policy

Vision Statement

"We believe that every child and adult matters. At Stanley Park Junior School, we work together as staff, parents, carers and governors, in a fun, safe and inclusive environment. We strive to create a rich, varied and challenging curriculum that provides inspirational learning opportunities for all children as they aspire to become successful learners, confident individuals and responsible citizens with a sense of pride in themselves and their school".

Policy agreed by Finance Committee:

March 2023

Next review date:

November 2023

STATEMENT OF PRINCIPLE

No charge is made for admitting children to the school.

All education during school hours is free, including materials and the use of equipment. School hours are as published in our school prospectus.

AIMS & ENTITLEMENT

Through our policy we aim to ensure that all children have equal access to the curriculum offered at the school. We want all children to benefit from the curriculum offered at Stanley Park Junior School and inability to afford an activity provided to support their work will not prevent them from taking part.

Charging

The school may charge for any activities that are wholly or partly outside school hours, when these are optional extras. In effect, charges may be made in the following circumstances:

- For non-school organisations, which use the premises for activities and are exclusively for pupils at the school, as long as these are not a necessary part of the National Curriculum. In most cases, payment will be made direct to the organisation providing the activity.
- For other activities outside school hours e.g extra-curricular clubs led by school staff as well as external providers.
- The school may, at the discretion of the Headteacher, request payment for services provided that are outside the delivery of the curriculum (e.g. leaflet distribution, passport signing)

Voluntary Contributions

Parents are invited to make a contribution to the School Fund in September each year. The suggested donation is £25.00 per child. A statement on the distribution of the School Fund is shared with Governors each year when accounts are audited.

A request for additional donations may be made throughout the year to support the cost of a variety of additional activities e.g. school outings, sporting events or visiting theatre companies. When an event is dependent upon sufficient funds to enable it to take place this will be made clear in the initial letter offering the opportunity. It may be necessary to cancel some activities if enough voluntary contributions are not received. Children whose parents do not contribute will not be treated any differently from those whose parents have made a contribution.

Occasionally events may be subsidised from the School Fund, by the Parent Teacher Association or by general fundraising. There is provision for children on Free School Meals to access public funds to reduce the cost of school trips by 50% (unless trips are less than £5).

Administration

When a payment or a donation is made to the school, the administrative staff in the school office will administer it. Parent Pay, where parents make payments online for services, is now used for School Dinner Money, School Fund and School Trips / activities/uniform. Any queries should be directed to staff in Reception and not to the class teacher.

The School Business Manager is responsible for the School Fund Account and for maintaining accurate financial records.

The Headteacher will be happy to discuss any concerns relating to the school's request for money with parents confidentially.

Sometimes, when the charge is for an activity provided by an external organisation, payment will be made direct. Any queries should be discussed with the relevant organisation.

LINKS WITH OTHER POLICIES

This should be read in conjunction with our Teaching and Learning Policy, Lettings Policy, and our Inclusion Policy.

REVIEW

This policy is reviewed by the Headteacher with all staff and governors annually.