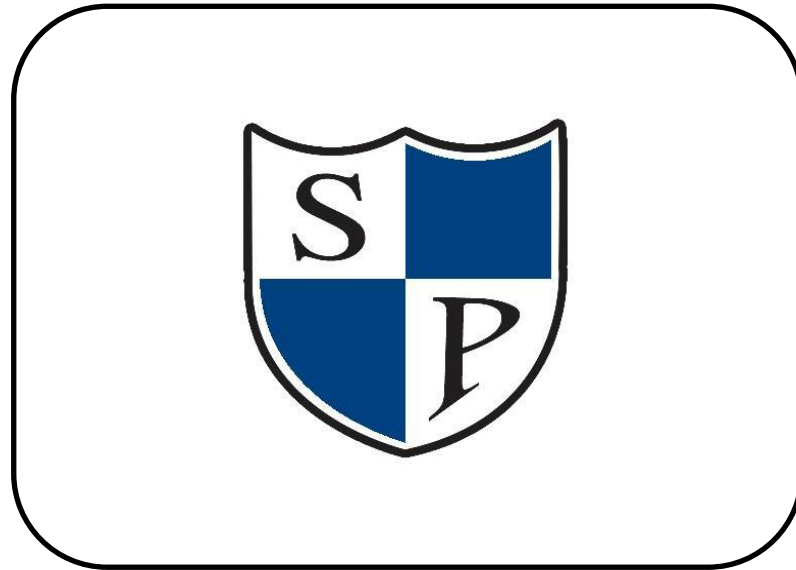


STANLEY PARK JUNIOR SCHOOL



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 2024

Next review date:

March 2025

STATEMENT OF INTENT

Stanley Park Junior School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

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

Our school aims to:

- Ensure that all children have equal access to the curriculum offered at the school.
- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

LEGISLATION AND GUIDANCE

- This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.
- It's also based on guidance from the DfE on statutory policies for schools and academy trusts

DEFINITIONS

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

THE GOVERNING BODY

- The governing body has overall responsibility for approving the charging and remissions policy and delegates this to the finance/resources committee
- The governing body also has overall responsibility for monitoring the implementation of this policy.

HEADTEACHER

- The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

STAFF

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

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)
- The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.
- The school may charge for equipment loaned to families which is broken, damaged or lost whilst in their possession.

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.

REMISSIONS

Occasionally events may be subsidised from the School Fund, by the Parent Teacher Association or by general fundraising.

The school has set aside some funding to enable parents in financial difficulty to send their children on visits and activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

ADMINISTRATION

When a payment or a donation is made to the school, the administrative staff in the school office will administer it using Parent Pay, the online system for making payments for services, eg. 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.

When the charge is for an activity provided by an external organisation, payment will be made directly. 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 as well as pupil premium statement and sports funding statement.

REVIEW

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