

FIELD JUNIOR SCHOOL

CHARGING AND REMISSIONS POLICY

Introduction

The Governors wish to ensure that all children have access to all areas of the life of the school, regardless of the parents'/carers ability to pay.

During School Hours

Most activities that take place during the school day are part of the school curriculum and do not incur any charges.

Parents may be expected to pay for the following:

- Individual or group music tuition
- The board and lodgings element of residential visits
- Activities arranged by a third party such as a travel agent or tour company.

Outside School Hours

Charges may be made for optional courses or activities which fall wholly or mainly outside school hours. This may not include any activity which is required by the National Curriculum or to fulfil statutory duties relating to religious education.

Charges made for such activities may include an element for:

- Pupil travel costs
- Pupil board and lodgings costs
- Materials, books, instruments or other equipment
- Non teaching staff
- Entrance fees to museums, theatres etc.
- Insurance costs

Voluntary Contributions

When organising school trips, events or visits to enrich the curriculum and educational experience of the children the school invites the parents to contribute to the cost of the activity.

All contributions are voluntary, but we do inform parents that if we do not receive sufficient voluntary contributions, we may cancel the activity.

If such an activity takes place it may include children whose parents have not paid any contribution. We do not treat these children differently to others.

Activities which may require a voluntary contribution are listed below. These activities are 'optional extras'. The list is not exhaustive –

- Visits to museums/study centres
- School trips
- Sporting activities which incur transport expenses
- Visits to the theatre
- Musical events
- Visitors to the school (e.g. Tudor, Roman Days)

Residential Visits

If the school organises a residential visit we make a charge to cover the board and lodgings element of the trip. The elements of the trip which take place during the school day and are related to the curriculum will usually require a voluntary contribution in respect of the costs laid out by the school journey company organisers. If the monies received do not cover the cost of the residential visit we reserve the right to cancel the trip.

No child is required to attend all or any of the residential school trips and the school offers school based non residential activity weeks for minimal or no contribution for children who prefer non residential activities.

Families who are in receipt of benefits (see Appendix) may be entitled to the remission of the chargeable elements of residential visits.

Cases of genuine need will be considered sympathetically and in confidence by the Governors.

Applications for consideration of any remissions should be made in confidence to the Headteacher.

Music Tuition

All children study music as part of the National Curriculum. We do not charge for this.

The school currently contributes to a 'First Access' music scheme which offers a full year's tuition in violin/cello to all Year 3 children via the School Music Service. There is a charge for any individual or group music tuition offered via the School Music Service.

These lessons are taught by peripatetic staff, who visit the school weekly.

Parents in receipt of state benefits (Appendix) may be entitled to partial or full remission of fees for musical instrument tuition from the School Music Service.

We give parents information about peripatetic music tuition at the beginning of every school year.

Swimming

The school organises swimming lessons at Watford Girls' Grammar for children in years 4, 5 and 6.

These lessons take place within the school day and are part of the National Curriculum.

We ask for a voluntary contribution for this activity to help pay for tuition and hire costs. We inform parents when these activities will take place and children make a contribution on a weekly basis.

All children in these year groups participate in swimming lessons.

Extra Curricular Clubs

The school offers extra curricular activities at lunchtime and after school. Clubs run by school staff do not incur any charges.

Where there is a demand for an activity not offered by the school staff (e.g. football skills coaching) the school may set up an activity with an independent organiser. Charges for this activity are made directly to the parents by the organiser. Parents give their written permission for children to take part in extra curricular activities.

Refunds and Repayment

Where an activity makes a surplus, refunds will be issued if the surplus equals or exceeds 5% of the total cost or £5 per person.

Arrangements for monitoring and evaluation

The Resources Committee of the governing body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

JH July 2015

Charging and Remissions

Appendix 1

Remission Entitlements

September 2011

Parents who receive the following:

Category A

Parents in receipt of

- Income Support
- Income based Jobseeker's Allowance
- Support under Part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by HM Revenue and Customs, that does not exceed the sum given in the Revenue and Customs rules))
- The guaranteed element of State Pension Credit

*Have entitlement to free school meals which can be claimed via (HCC) Hertfordshire County Council's 'How Can We Help' service.

*Have entitlement to remission of music fees which, subject to the availability of the appropriate music tuition from the Hertfordshire Schools Music Service can be claimed via the HCC's 'How Can We Help' service.
Contact the school for lesson availability.

*These parents may also apply for remission of the board and lodgings element of residential trips from the school –applications should be made to the Headteacher.

Parents who receive the following:

- Child Tax Credit, payable at a rate higher than family element, i.e. more than £547.50 (or £1,095.00 if you also have a child under 1 year old)
- Working Tax Credit
- Housing Benefit
- Council Tax rebate (not including second adult rebate)

*Have entitlement to 50% remission of music fees, subject to the availability of appropriate music tuition from the Hertfordshire Schools Music Service. This can be claimed via the HCC's 'How Can We Help' service.
Contact the school for lesson availability.

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a details of visits and notify parents of approximate cost early in the school year so that parents can plan ahead
- we have established a system for parents to pay in instalments
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- we acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.