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Charging and Remissions Policy	Issued: November 20
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APPROVAL BY	FULL GOVERNING BODY

Charging and Remissions Policy

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1. Aims

This document has been produced with information from The Key

Alfred Street Junior School (ASJS) does not charge for any activity undertaken as part of the National Curriculum. However, the Governing Body recognises the valuable contribution that a wide range of additional activities, including trips, visitors, clubs and residential experiences can make towards the pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The following is a list of activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities;
- outdoor adventure activities;
- visits to the theatre;

- residential visits;
- musical events;
- transport expenses;
- curriculum enrichment activities e.g. companies brought into provide children with experiences such as handling animals, creating history scenes

This document is in line with DfE Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities May 2018 [1].

For the purposes of this policy, reference to ‘parents’ includes all adults who have a caring responsibility for a child or children in the school. This may include parents, step-parents, grandparents and other relatives, foster carers and adoptive parents as well as other adults who have a legal responsibility for a child.

2. Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

2.1. Residential Visits

During Key Stage 2, children have the opportunity to take part in a residential visit [2]. This activity is in school time and linked to the National Curriculum, so no charge is made for the education aspects. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities. It may be possible, if funds allow, for part or all of this charge to be made from school funds for pupils entitled to Pupil Premium support. The Head teacher will also give consideration to making such a remission for other families experiencing hardship, on a case by case basis. Information about this will be included in the initial information about a residential visit sent out to parents.

2.2. Activities Outside School Hours

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours such as: Football Club, Multisport Club, Street Dance, etc. will be charged and parents are given information about these at the start of each academic year. It may be possible, if funds allow, for part or all of this charge to be made from school funds for pupils entitled to Pupil Premium support. The Head teacher will also give consideration to making such a remission for other families experiencing hardship, on a case by case basis.

2.3. Individual Instrumental Tuition

All children study music as part of the normal school curriculum. The Governing Body does not charge for this. However, there is a charge for individual music tuition when it is not part of the National Curriculum. The Peripatetic Music teachers we employ teach individual lessons and a charge is made for these lessons. It may be possible, if funds allow, for part or all of this charge to be made from school funds for pupils entitled to Pupil Premium support. The Head teacher will also give consideration to making such a remission for other families experiencing hardship, on a case by case basis. Parents are given information about additional music tuition at the start of each academic year.

2.4. Breakage, Loss or Damage.

The Governing Body will seek to recover the full cost of school property if breakage, damage or loss is deemed to be deliberate. In the case of accidental breakage, loss or damage to school property, the Governing Body may seek to recover less than the full cost of replacement.

2.5. Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. The Governing Body makes no charge for this activity. Parents are informed when these lessons are to take place, and are asked for their written permission for their child to take part.

See the school's PE Policy [3].

2.6. Sports Activities

The school offers a range of sports activities in addition to the National Curriculum provision for Physical Education [3]. Qualified coaches, who are not members of the school staff, may run and organise these sessions. Where these activities take place outside of the normal school day, the Governing Body will make a charge for these activities. This contribution will include a contribution towards the cost of travel when these activities take place off site, after school hours or at weekends.

2.7. Voluntary Contributions

The Governing Body reserves the right to charge for ingredients and materials for the following subjects: Design and Technology, Science, and Art/Craft, History, or require them to be provided.

2.8. Freedom of Information requests

If information is requested from the school under the Freedom of Information Act, the Governing Body reserves the right to charge administrative costs in line with FOI guidelines.

2.9. Breakfast Club and Tuck Shop

The school provides a Breakfast Club [4] each school day morning for which parents make a contribution towards the breakfast food provided by the staff and staffing costs.

The Tuck Shop is run during the morning break at school and a small charge is made to cover the cost of providing the fruit/vegetables that children can buy.

3. Remissions

The Governing Body may from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of non-payment of a voluntary contribution.

Where pupils are in receipt of Pupil Premium the Governing Body will offer to remit in full the cost of board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum when additional funds are available to do so.

In certain circumstances, the Governing Body may wish to remit in full or in part the cost of other activities for pupils are in receipt of Pupil Premium. When arranging a chargeable activity parents of these pupils will be invited, in confidence, to apply for the remission of charges in full or in part. The Head teacher, in consultation with the Chair of Governors, will authorise such remission.

4. References

In addition, please see ASJS Pupil Premium Guide [5] and Pupil Premium Strategy Report [6].

- [1] gov.uk, "Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities," May 2018. [Online]. Available: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf. [Accessed 20 October 2020].
- [2] Alfred Street Junior School, "Educational Visits Policy," 2020.
- [3] Alfred Street Junior School, "PE Policy," 2020.
- [4] Alfred Street Junior School, "Breakfast Club Policy," 2020.
- [5] Alfred Street Junior School, "Pupil Premium Guide," September 2017. [Online]. Available: <https://www.alfredstreetjunior.org/files/152/Parent-Guides/139/Pupil-Premium-Guide.pdf>. [Accessed 12 November 2020].
- [6] Alfred Street Junior School, "Pupil Premium Strategy Statement 2019-20," September 2019. [Online]. Available: <https://www.alfredstreetjunior.org/index.php/files/147/Statutory-Information-Links/492>. [Accessed 12 November 2020].
- [7] Alfred Street Junior School, "Child Protection and Safeguarding Policy," 2020.

5. Safeguarding

Safeguarding our children is our priority – see Child Protection and Safeguarding Policy [7]. All concerns must be reported to our Designated Safeguarding leads:

ASJS: Mrs K O'Connor, Mr C Butler, Mrs S Smith, Mrs W Watts