

# MEON JUNIOR SCHOOL

## CHARGING & REMISSIONS POLICY

### Philosophy

We recognise the valuable contribution that the wide range of additional activities including clubs, trips and residential experiences can make towards pupil's education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curriculum and extra curriculum) independent of their parents'/carers financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### Status

Statutory

### Roles and responsibilities of Headteacher, other staff, governors

The headteacher, staff and governors will ensure that the following applies:

#### 1. No charges will be made for

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- tuition for pupils learning to play musical instruments (or singing ) if the tuition is required as part of the National Curriculum
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip (e.g. swimming).

#### 2. Activities for which charges may be made

- Activities outside school hours - The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.
- Residential visits during school hours- The board and lodging element of approved residential activities deemed to take place in school hours.
- Music tuition - Music tuition for individuals or small groups of pupils if this is not part of the National Curriculum.

### **3. Remissions from charges**

Pupil's whose parents are in receipt of free school meals may be offered the remittance in full or part for the cost of full 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.

The Governing Body may wish to remit in full or part the cost of other chargeable activities for particular groups of parents, for example in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence to apply for the remission of charges. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

### **4. Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

### **Arrangements for monitoring and evaluation**

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a yearly 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.

**Date for next review: June 2017**