



Name of Policy:

## Charging & Remissions Policy

<b>Reviewed Edition</b>	Oct 2020
<b>Next Review</b>	Oct 2021
<b>Person responsible for updating policy</b>	SBM

<b>Version number</b>	<b>Date</b>	<b>Author</b>
1.	26/01/2021	AEC
1.2	27/01/2021	SC

## Contents

Statement of Policy .....	3
Educational Trips and Experiences offered in School.....	3
Residential Trips .....	3
Chargeable costs.....	3
Contribution to the School Fund .....	4

## Statement of Policy

Wallace Fields Junior School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This documents sets out the school's policy for charging for their provision. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

## Educational Trips and Experiences offered in School

Where the trip or experience occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.

Charges levied will represent the actual cost of providing the trip or experience.

It is not expected that any profit will be made.

Every effort will be made to encourage the payment of voluntary contributions but, the school reserves the right to cancel if insufficient funding is received.

Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.

Where a child may be prevented from participating because of financial hardship, consideration should be given to reducing the voluntary contribution expected. Any shortfall is to be met from the School Fund.

Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.

Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay.

## Residential Trips

Charges levied for residential trips will represent the actual cost of providing the trip. It is not expected that there will be any profit made; however, refunds of an unexpected profit will be made if over £10 per pupil.

An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and may be paid less any costs incurred to date. If the cancellation is due to illness, a medical certificate may be required.

Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trips as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.

Children will be treated equally regardless of the payment made by their parents.

## Chargeable costs

Charges may be made for materials, books, instruments or equipment if the parents wish the pupil to own them. For example:

- Materials used e.g. in technology or cookery if the child is expecting to take the finished product home

- Trips or activities which are not part of the school curriculum or are outside the school day, for example before and after school clubs, and music tuition if it is not required for the National Curriculum

Agreement for the charge will be obtained before the optional extra activity is provided.

## **Contribution to the School Fund**

The school fund exists to enhance the learning experiences of the children at Wallace Fields Junior School. It could be used to provide, for example, visits from theatre companies, or provide equipment.

Contributions to the fund are made by local charities, e.g. Ewell Parochial Trust and commission from organisations using the school, e.g. the school photographer.

Parents are asked to make voluntary contributions to the School Fund. All pupils will be treated equally regardless of whether we receive contributions.

If an activity cannot be funded without voluntary contributions it may be cancelled.

The school may charge for clubs outside of normal school hours that are not part of the National Curriculum.