



# Stillness Junior School

## Charging Policy

Last Reviewed: March 2017  
Review Date: March 2019

## Introduction

The Governors of Stillness Junior School recognise the valuable contribution that the wide range of additional activities, including clubs, trips and residential journeys can make towards children's personal and social education.

The Governing Body aims to promote such optional extras both as part of a broad and balanced curriculum for the pupils of the school and as additional activities.

Where voluntary contributions are asked for, the Governing Body embraces the principal that inability to pay should not result in children being unable to participate in such activities. Pupil premium may be used for contribution towards visits etc.

## Educational Visits/Events, wholly or partly in school time

No formal charge can be made for any element of an educational visit/event. All contributions must be completely voluntary.

### a) Voluntary Contribution

- i. It is accepted that unless voluntary contributions are received, educational visits/events cannot go ahead as planned; the school should make this clear to parents/carers at the outset. The school must also make it clear to parents/carers that there is no obligation to make any contribution.
- ii. The voluntary contributions are calculated by dividing the total cost of the outing by the number of children taking part. Where accompanying adults are required to pay entrance fees etc (and this is not usually the case), this cost is also absorbed into the voluntary contributions.
- iii. If a child, whose parents/carers have paid a voluntary contribution is ill or kept out of school by his/her parents/carers on the day of the educational visit/event, the school will not be in the position to refund the voluntary contribution, as it has been allocated to cover the visit's/event's cost.

### b) Exclusion

- i. It is important to note that no child should be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay.
- ii. Children may be excluded because their behaviour is deemed not to match the levels of self-control required for educational visits. In most cases parents would be warned in advance.

## Residential Visits wholly or partly in school time

### a) Charges

- i. Board and Lodging:- parents/carers will be charged the full cost of board and lodging, which will be the charge made by the school journey centre. This charge must not exceed the cost of providing board and lodging for each child.
- ii. Travel:- a charge cannot be made for the travel element to and from or during the school journey. However the school will ask for voluntary contributions based on the cost of the travel divided by the number of children taking part.

- iii. Insurance:- essential insurance to cover all aspects of the school journey and all those in and accompanying the party can only be met from voluntary contributions. The contributions will be based on the total insurance cost divided by the number of children on the journey.

b) Remissions

- i. When the school informs parents/carers about a forthcoming residential visit, they should make it clear that parents/carers who can prove they are in receipt of the following benefits will, in addition to having a free school lunch entitlement, be exempt from paying the cost of board and lodging:
  - Income Support
  - Income Based Jobseekers Allowance
  - Support under part VI of the Immigration and Asylum Act 1999;
  - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules.
  - The guarantee element of State Pension Credit
  - An income related employment and support allowance that was introduced on 27 October 2008.

c) Exclusions

- i. It is important to note that no child should be excluded from a residential visit simply because his or her parents/carers are unable to pay. A child to which the remission rule applies may be given at least one opportunity to participate in a residential visit, however, it is at the head teachers discretion, whether this child may be given the opportunity for another residential visit.
- ii. Children may be excluded because their behaviour is deemed not to match the levels of self-control required for residential visits.
- iii. Children may be excluded for Health and Safety reasons.

School Lunch

Stillness Junior School request that parents/carers pay for their child's dinner money in advance. Parents/carers can make a cash or cheque payment or log into Parentpay.

Should a child's account fall into arrears we will the procedure as set out in the Debt Policy.

Musical Instrument Tuition

- i. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).
- ii. Charges are made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Parents/carers are required to pay their share of the tuition fees.
- iii. The school reserves the right to charge for musical instruments borrowed from the school for practice at home.

### Optional Extras (Extended Services)

Where an optional extra or an extended service (Breakfast-, After-School Clubs, etc.) is being provided, a charge will be made for providing coaching fees, materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- coaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

### Breakages and Losses

- i. The school reserves the right to charge parents for any breakages of equipment or school's property and fixings (including windows) and for defaced, damaged or lost books, where it is the result of the child's unacceptable behaviour.

### School Minibus

- i. Only the school's pupils, staff, parents or carers may travel free of charge in our school minibus.
- ii. The school may only charge for transport in the minibus, if it holds a permit issued under Section 19 of the Transport Act 1985. A permit is not required, if no charge is made in cash or kind.
- iii. Charges may recover some or all of the costs of running the vehicle, including loss of value. But the service may not be a profit, either directly through the fares charged or incidentally as part of a profit-making activity, even if any profit would go into the school's other running costs or for charitable purposes.

### Additional Considerations:

As an inclusive school it is our wish not to allow financial issues to prevent a child whose family is facing genuine hardship from participating in a residential or after school activity. In such cases the Headteacher will discuss with the family ways of reducing the burden.

The governing body recognizes 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 list of visits at the beginning of the term 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 where possible.

#### Refunds

All refunds must be collected and signed for via the school office.