

RAVENS COTE JUNIOR SCHOOL

CHARGING AND REMISSIONS POLICY

2023-2024



Date of Approval		Date of Review	
22 nd November 2023		24 th November 2024	
Signed	Mrs A Wells Headteacher	Signed	Mrs E Gibson Chair of Governors



Ravenscote Junior School

Charging and Remissions Policy

This policy ensures that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as 8.45am to 3.25pm.

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy, the teaching and learning policy and off-site activities policy.

The **Headteacher** will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum, plus religious education, will be provided free of charge. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day, which entail additional costs, e.g. materials, equipment, entrance fees and transport between the school and the activity.

In these circumstances, no pupil will be prevented from participating because his/her parents/carers cannot, or will not, make a contribution.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day eg. Early Risers and Ravens Roost. These activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus. Parental agreement is necessary for the provision of an optional extra which is charged for. We reserve the right to withdraw the pupil from the activity if payments are not kept up-to-date.

Music tuition

A charge can be made for individual and / or group music lessons. The handling of money will be between i.e Surrey County Arts, Rocksteady etc or the individual private music tutor and the parent. The school will not act as an agent in transferring monies.



Voluntary contributions

The school may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. When sending out a request to parents for a voluntary contribution, the school must:

- Make it clear to parents that the contribution is voluntary
- Make it clear at the outset that the activity cannot be funded without voluntary contributions and that if there is insufficient support it may be necessary to cancel the activity (and reimburse any parents who have contributed)
- Ensure that children are not treated differently or discriminated against if their parents are unable, or unwilling, to contribute. All children must be given an equal chance to take part
- If there are limited spaces then the school's policy for allocating places must be made clear at the start

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils, a member of SLT may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion. The school may also ask parents to pay for the cost of replacing a broken window or defaced, damaged or lost text books, where this is a result of the pupil's behaviour.

Calculating Charges

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Remissions Policy

Parents of Pupil Premium pupils may request assistance with charges in instances where parents are asked to contribute towards the cost of a school visit. They are invited to communicate with either the School Business Manager stating the reason for the application which will be discussed with the Headteacher to apply for a reduction of charges. The Headteacher will decide if a reduction is to be applied based on each individual application.

Arrangements for monitoring and evaluation

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

