

RAVENSOTE JUNIOR SCHOOL

## CHARGING and REMISSIONS POLICY

2021-2023



Date of Approval		Date of Review	
26 <sup>th</sup> November 2021		25 <sup>th</sup> November 2023	
<b>Signed</b>	Amy Wells <b>Headteacher</b>	<b>Signed</b>	Emily Gibson <b>Chair of Governors</b>

National Support School  
designated by



National College for  
Teaching & Leadership

Engage Enrich Excel Academies  
T/A Ravenscote Junior School

Registered Office: Old Bisley Road, Frimley, Surrey, GU16 9RE Company  
Registration Number 9279884 (England and Wales)



2012/2013

## 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.

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

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. 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 are charged for. We reserve the right to withdraw the pupil from club 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, Rockstead etc or the individual private music tutor and the parent. The school will not act as an agent in transferring monies.

##### Education partly during the school day

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If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### Residentials

Charges will be made for board and lodging, when such activities are arranged parents will be told how the charges were calculated. e.g. materials, equipment, entrance fees and transport between the school and the activity.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

### Voluntary contributions

The LAC 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 residential trip. They are invited to communicate with either the School Business Manager stating the reason for the application which will be discussed with the

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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.

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