



Charging and Remissions Policy

It was developed by	Chesswood Finance Team
Consultation	Finance Oversight - Committee
It has been presented to the governors.	July 2021
Communication: This policy is hosted on the school website and available for copying from there.	
Review Cycle	3 Spring - Annual
Last Review	Summer 2021
Next Review:	Summer 2022



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Policy Monitoring

Core Policy Information				
Policy Title		School Finance Policy		
ID	L03	Area	Finance	
Development Status		Implementing		
Development		Internal statement of key finance policy and approach.		
Legal Basis		Non-Statutory		
Legal Guidance				
RACI				
RACI	Position		Name	
Responsible	School Bursar		Diane Lycett	
Accountable	Head Teacher		Andrew Jolley	
Consulted	Finance Lead Governor			
Consultation Details	Email circulation inviting any comments, queries or concerns			
Informed	Whole School Community			
Informed Details	Email confirming location of policy and its recent review and update			
Review and Ratification				
Review	Frequency	Latest Review		Next Planned Review
Review Cycle	Annually	June 2021		Spring 2022
Governor Oversight	Leadership	Latest Approval Date:		July 2021
	N/A	Noted	Ratified	Approved
Governing Body				
Senior Leadership				
Approval Level	Full Governing Body			
Approval delegated to	Not Applicable			
Storage and Communication				
Hard Copy	Staff Room, PPA Room, Head Teacher's office, Entrance			
Web Link	<i>To be added</i>			
System Link	School Drive (Y:)>School Leve>Policies>Charging & Remissions			



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1. School Vision

At Chesswood Junior School we inspire our whole school community to enjoy their learning adventure and have fun along the way. We ignite a passion for learning throughout the school community, securing excellence, empathy and equality in all that we do.

2. School Mission

We will strive to achieve the highest standards of academic achievement and behaviour within a vibrant, exciting learning environment so that all children leave this school with confidence and the ability to take advantage of future opportunities.

3. Purpose of the policy

This document sets out Chesswood Junior School's policy for charging for school activities and remissions available for some groups of pupils. The policy is based on the requirements of the Education Act 1996 and meets all the statutory requirements set out therein. Chesswood Junior School follows the information given in the Department for Education's current advice document - <https://www.gov.uk/government/publications/charging-for-school-activities>.

4. Activities for which a charge may be made

- No charge is made for admission to the school or for any activities which form part of the national curriculum.
- We may charge for books, materials, instruments or equipment where parents wish their child to own them, for optional extras, wilful damage or for some elements of residential visits.
- Where a charge is made, some pupils may be eligible for remission from the cost.
- Where activities stretch beyond the requirements of the national curriculum we may request voluntary contributions to help meet costs, in line with the details set out below.
- A charge may be made for optional extras such as extra-curricular after school clubs.



5. Voluntary contributions

- Chesswood Junior School may ask for voluntary contributions to fund activities which will enrich the pupils' education such as school visits linked to the curriculum.
- The contributions requested will not exceed the total cost of the activities and transport to and from them, with costs divided equally between the number of pupils.
- There is no obligation for a parent or carer to make any contribution and children who do not contribute will not be treated differently.
- Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall then the activity must be cancelled and all monies paid will be returned to parents.
- When a parent has made a voluntary contribution it is not refundable if the child cannot attend (eg due to illness) or the parent chooses not to send their child.

6. Residential Trips

- Special rules apply for residential activities.
- We do not charge for activities which happen outside school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education or are an essential part of the syllabus for an approved examination.
- However charges may be made for board and lodging and some activities and voluntary contributions will be requested. The charge will not exceed the actual cost.
- Where any visit has been organised by the school where there may be a cost for board and lodging then parents will be informed of this before the visit takes place.
- Children whose parents are in receipt of support payments (ie entitled to Free School Meals) may also be exempt from the board and lodging costs.
- No other pupils will be charged extra to cover these costs.
- Residential activities which fall outside of school hours will be treated as an optional extra.



7. Remissions

- Children whose parents or carers receive certain benefit payments which would entitle them to Free School Meals will also be entitled to the remission of voluntary payments for day trips and board and lodging for residential trips. Full details of these benefits are provided on the Gov.Uk website - <https://www.gov.uk/apply-free-school-meals>.
- Any parents or carers who are eligible for the remission of charges will be dealt with confidentially.

8. Music Tuition

- Charges may be made for teaching either individual pupils or small groups to play an instrument or sing, usually provided by an external provider.
- 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 pupils.

9. Clubs or Activities Outside School Hours

- Clubs and activities run by Chesswood Junior Staff will incur a nominal charge which will go towards staffing costs and materials used during that activity.
- Clubs and activities provided by external providers will charge for participation and will be payable direct to the external provider.

10. Damage to property and breakages

- Where school property or equipment has been wilfully damaged by a student or a parent the school may charge those responsible for some or all of the cost of repair or replacement.
- Each incident will be dealt with on its own merit by the Headteacher in consultation with the Chair of the Governing Body.

11. Insurance

- Parents are reminded that West Sussex County Council offer a Pupil Personal Accident Insurance scheme for parents. Further information regarding this can be obtained via West Sussex County Council Legal Services, County Hall, Chichester,



PO19 1RQ.

12. Refund of Monies

- **Cancellation of activity by the school** - in the event of cancellation of an activity by the school, we will refund all monies in full, unless a comparable activity is to be arranged.
- **Cancellation/Withdrawal of a pupil by a parent/carer from a residential trip** – in the event of a decision by a parent/carer to reverse their consent and financial commitment to a residential activity, we will refund in full any instalments paid over and above the deposit. The deposit itself is non-refundable.
- **Cancellation/Withdrawal of a pupil by a parent/carer from a non-residential trip** – in the event of a decision by parent/carer to reverse their consent and financial commitment to a non-residential trip, including illness, a refund of the monies will be at the discretion of the school.

13. Inability or unwillingness to pay

- Chesswood Junior School is committed to ensuring fair access and treatment of all pupils and this means ensuring that no child is excluded from an activity because the parents/carers of that child are unable or unwilling to pay.
- If there is insufficient funding for an activity then it will be cancelled. The identity of the child or parents who did not make the payment will not be disclosed under any circumstances.