

Charging and Remissions



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.

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.

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1. RACI – Responsible, Accountable, Consulted, Informed

23 September 2023		Policy - RACI Report Bespoke	
Charging and Remissions			
ID:	L03	Area:	School
Document Type:	Policy	Level:	Finance
Background:	Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.		
Authorisation			
Approval Authority:	Responsible Governors	Approval date:	
Approval Guide:	2	Governor assigned to the area would read, understand and approve/amend/approve document, as appropriate. The full governing body would ratify on the recommendation of approval by the governor/s with area responsibility.	
Life Span			
Live date:	23/09/2023	Days:	365
Term of Review:	1 Autumn	End by:	22/09/2024
RACI - Responsibility, Accountability, Consultation, Informed			
Accountable Governor:	Mike CARPENTER		
Responsible Governors:	Conceicao ROQUE, Elizabeth LIASSIDES, Mike CARPENTER		
Senior leader Accountability:	Andrew JOLLEY		
Leadership Accountability:	Andrew JOLLEY		
Operational Leadership:	Catherine BROWN		
Consulted:	Governors		
Consultation Details:	Meeting Face to Face		
Informed:	Administration, Families		
Informed Details:	School Newsletter, Website		
Storage and Communication			
System Location:	..Policies\Charging and Remissions - Statutory		
Hard Copy Storage:			
School Web Path:	HOME - PARENTS - CHARGING AND REMISSIONS		
Web Publication			
Web Site Location:	Website Requirement: No		
https://www.chesswood.w-sussex.sch.uk/page/?title=Charging+and+Remissions&pid=199			



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2. Policy Impact and Audit

23 September 2023

Policy - RACI Report Bespoke

Equality Impact Assessment

Age Impact:	Limited	Age Impact Type:	Neutral
Disability Impact:	Limited	Disab Impact Type:	Neutral
Disadvantaged Impact:	High	Disadv Impact Type:	Positive
Faith Impact:	Limited	Faith Impact Type:	Neutral
Gender Impact:	Limited	Gender Impact Type:	Neutral
Marital Status Impact:	Limited	MSImpact Type:	Neutral
Maternity Impact:	Limited	Maternity Impact Type:	Neutral
Race Impact:	Limited	Race Impact Type:	Neutral
SEN Impact:	Limited	SEN Impact Type:	Neutral
Sexual Orientation Impact:	Limited	SO Impact Type:	Neutral

Policy Audit

Activities for which a charge is made - compliance					
Outcome:	Fully Compliant	Audited by:	Andrew JOLLEY	Audit Date:	23/09/2023
Clubs and activities					
Outcome:	Under Review	Audited by:	Andrew JOLLEY	Audit Date:	23/09/2023
Remissions compliance					
Outcome:	Under Review	Audited by:	Andrew JOLLEY	Audit Date:	23/09/2023
3.Voluntary contributions- compliance					
Outcome:	Under Review	Audited by:	Andrew JOLLEY	Audit Date:	23/09/2023
Review wording and compliance					



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3. Policy Links

This policy should be read in conjunction with the following school policies

Policy/Guidance/ Poster	<u>System Link</u>
	<u>School Website Link</u>

Core

Charging for school activities	<u>https://www.gov.uk/government/publications/charging-for-school-activities</u>
Charging and Remissions Policy	<u>Y:\School Level\Policies\Charging and Remissions - Statutory</u>
	<u>https://www.chesswood.w-sussex.sch.uk/page/?title=Charging+and+Remissions&pid=199</u>

General



Chesswood Junior School Charging and Remissions Policy



1. 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>.

2. 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.

3. 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.

4. Residential Trips

- Special rules apply for residential activities.



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- 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.

5. 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.

6. 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.

7. 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.



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8. 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.

9. 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.

10. 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/carers from a residential trip** – in the event of a decision by a parent/carers 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/carers from a non-residential trip** – in the event of a decision by parent/carers 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.

11. 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.



Appendices

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