



CROFTLANDS JUNIOR SCHOOL

# CHARGING AND REMISSION POLICY

Autumn 2014

Accepted by the Governing Body

Date .....

Signed by .....

## At Croftlands Junior School we aim

- To provide an atmosphere of trust and confidence where every member of each school community is valued and appreciated and where everyone can enjoy their time in school and can realise their own potential.
- To provide the best quality education for our children so that they can achieve their fullest individual potential.
- To achieve this by striving to maintain the highest standards of teaching and learning and by providing a safe, stimulating and healthy environment where all children and adults feel valued for the contribution they make.
- To develop the children's respect for themselves and for others and to promote a caring, positive attitude towards the community and their local environment.
- To prepare children for life in its widest sense, enabling them to take their place in society as fulfilled and committed individuals, able to play their part in local and wider affairs as well as achieving economic well being.
- To give equal opportunities to all our pupils so that they may become contributors to a society free of all forms of prejudice and discrimination.

Interested parties who wish to discuss this document and its contents further should contact the Chair of Governors or the Head Teacher of Croftlands Junior School.

Please contact the Chair of Governors or the clerk of Croftlands Junior School if you wish to have a copy of this document in a different format.

There may be occasions when parents wish to complain about matters relating to the curriculum, policy documents or collective worship which are the responsibility of the Governing Body and/or the Local Authority. Special, formal arrangements exist for dealing with complaints of this kind. The school complaints procedure is available on our website: [www.croftlands-jun.cumbria.sch.uk](http://www.croftlands-jun.cumbria.sch.uk) or from the school office on request.

The Education Reform Act 1988 distinguishes between those activities which take place wholly or mainly outside school hours and those which take place wholly or mainly in school time. At the Governors' meeting on Monday 17<sup>th</sup> November 2014 it was decided that the following procedures should be adopted. A summary of this policy appears in the current school prospectus and a copy of the policy is available on the website and from the school office.

Parents will be charged for those activities and visits which take place wholly or mainly outside school hours.

Parents are under no obligation to contribute financially to activities and visits which take place wholly or mainly during school hours and pupils will not be treated differently according to whether or not their parents have made any voluntary contribution. Parents will appreciate, however, that without voluntary financial support such activities and visits would cease and therefore the school will continue to request voluntary financial contributions in support of any school activity whether during or outside school hours, residential or non-residential. If sufficient contributions are not received it may be necessary to cancel particular events. A paragraph explaining this position should be inserted in all letters sent to parents or carers informing them of proposed contributions for an activity during school hours, along with a permission slip allowing the child to go and agreeing to pay the contribution. See Appendix A.

The funding of activities may also be supplemented by donations from local trusts, from Pupil Premium funding or from School Fund. An annual statement of expenditure is sent to donors for their information.

The rules regarding residential visits are slightly different. School cannot charge for activities undertaken during school hours but can charge for accommodation and meals. It is not always easy to separate these costs, therefore the school will seek voluntary contributions to cover the cost of the whole residential visit. However, the Governors are of the opinion that no child should be excluded from a residential experience for financial reasons. Arrangements will always be made for parents to pay by instalments. A paragraph explaining this position should be inserted in all letters sent to parents or carers informing them of proposed contributions for a residential visit, along with a permission slip allowing the child to go and agreeing to pay the contribution. See Appendix B.

The school will continue to ask parents to provide or pay on a voluntary basis for ingredients, materials and equipment needed for subjects such as Design and Technology. Parents are under no obligation to make this contribution unless they wish to own the finished product and pupils will not be treated any differently if voluntary contributions are not forthcoming. It is hoped, however that parents accept the custom and practice, established over a period of time, as a valuable additional resource available to the school and that such voluntary support will continue.

The Act makes clear that parents should not be required to pay for, or to supply, any materials, books instruments or other equipment for use in connection with education provision during school hours. Parents will recognise, however that whatever public funds are made available, they will never be sufficient to fund all desirable activities at the required level. The school requires the right, therefore, to request parents to provide voluntarily incidental equipment such as pens, pencils, drawing and mathematical

instruments, calculators and spell checkers where necessary.

### **Swimming**

Swimming costs are paid from the delegated budget and a voluntary contribution is requested from all the children to cover the hiring of the baths, the tuition and the transport to the leisure centre. Currently 20 swimming lessons are provided each year for all Year 3 and 4 children and 10 lessons a year are provided for children in Years 5 & 6. Additional lessons are provided for Year 5 or 6 children who cannot swim or who, without extra tuition, are unlikely to achieve the national curriculum standard by the end of Key Stage 2. Every child receives the same entitlement of swimming lessons, regardless of whether they contribute to the costs or not.

### **Music Tuition**

There is one exception to the charging regulations. A charge may be made in respect of individual tuition in playing any musical instrument even if such tuition takes place during school hours. At Croftlands Junior School, self-employed teachers provide individual tuition and parents pay them directly. Charges may now be made if children are taught in groups but only if the tuition is provided at the request of a pupil's parent. Charges may not be made if the tuition is part of the National Curriculum.

### **Wilful Breakages and Wilful Damage**

It has been the school's policy for some time now to ask parents for a contribution towards wilful breakages and for the cost of repairing wilful damage.

### **Family Credit and Income Support**

Parents are advised that anyone in receipt of

- Universal Credit
- Income support;
- Income Based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (with provisions)
- Guarantee element of State Pension Credit

or any equivalent that the government introduces, is entitled to claim for free school meals and for the remission of charges for board and lodging on residential trips that take place wholly or mainly in school time.

**Appendix - A**

**Written information regarding School Visits**

On each letter that is sent home informing parents of any contributions that are being made in respect of a visit during school hours this paragraph and permission slip regarding contributions must be inserted.

As you are aware, we are not allowed to make a charge for trips which take place during school hours but we would appreciate a voluntary contribution towards the visit of £ ..... to cover our transport, insurance, admission charges and staffing support. We should emphasise, however, that there is no obligation to contribute and that no pupil will be omitted from the activity because his/her parents are unwilling or unable to contribute, but we should like to stress that if there are not sufficient voluntary contributions to cover costs made by (insert appropriate date), then the activity will not take place.

I will / will not allow my child ..... to take part in the educational visit to ..... on .....

I agree to pay the voluntary contribution by (insert date applicable)

Signed ..... parent / guardian

Two sample letters are included as a suitable template for trips in school hours.



# CROFTLANDS JUNIOR SCHOOL

Date

Dear Parents / Carers

**Jack-in-a-Box Theatre Company**

The Jack-in-a-Box theatre company will be performing the following productions for us on .....

“Eureka” - Years 3 and 4. A production based on the theme of Science.

‘Around the World with Jules Verne’ for Years 5 and 6.

As you are aware, we are not allowed to make a charge for activities that take place during school times, but we would appreciate a donation of £1.00 towards the cost of these productions. I would stress that no child will be omitted from the performance because you are unable or unwilling to make this voluntary contribution.

Yours truly

Miss Cathy Styles  
Headteacher

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I enclose a voluntary contribution of £1.00 towards the cost of the Jack-in-a-Box theatre group production on .....

Name of child ..... Class .....

Signed .....



# CROFTLANDS JUNIOR SCHOOL

Date

Dear Parent/Guardian

As part of our history topic on the 'Victorians' we have arranged a visit to Leighton Hall, near Carnforth, for Classes 4M and 4H on Wednesday 26 September. We shall have a guided tour of the Hall, followed by a tour of the Aviary Area, to see the birds of prey and if the weather is fine see a flying display. After lunch we shall walk round the Nature and Tree Trails. As you can see we shall cover several areas of the History and Science Curriculum for Year 4 in an enjoyable way.

As you are aware, we are not allowed to charge for trips which take place during school time, but we would appreciate a payment of £8.00 as a voluntary contribution to cover transport, admission and insurance. I would stress that no child will be omitted from the visit due to a parent being unwilling or unable to pay, but if there are not sufficient contributions, then the trip will not go ahead.

We will leave school at 9.00 a.m. and return to school by 3.30 p.m. The children will need a packed lunch and a drink. Shoes and clothing should be comfortable and suitable for walking on rough ground outside.

The children can bring a maximum of £2.00 in a named purse. Please do not exceed this amount. They can bring cameras, ready loaded, but must be responsible for them throughout the trip. Travel sickness tablets for the return trip should be put in a named envelope and given to the teacher before departure.

As always, we welcome extra adults on the trip to ensure close supervision of the children. Dads are particularly welcome. Please fill in the slip below if you are able to accompany us.

Yours truly

Miss Cathy Styles  
Headteacher

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I would like my child \_\_\_\_\_ to go on the visit to Leighton Hall on (Insert Date).

I enclose a voluntary contribution of £8.00.

I would / would not be able to accompany the children.  
Signed: \_\_\_\_\_

**Appendix B**

On each letter that is sent home informing parents of any contributions that are being made in respect of a residential visit this paragraph and permission slip regarding contributions must be inserted.

As you are aware, we are not allowed to make a charge for trips which take place during school hours, although we are able to charge for accommodation and meals. I am therefore asking you for a voluntary contribution of £..... to cover cost of the whole visit.

The Governors are of the opinion that no child should be excluded from the visit for financial reasons. Please contact the school office to arrange to speak to me if payment for the visit poses any problem for you.

Payment needs to be made by (insert date). You can either pay the whole amount at once or make smaller payments of at least £1 at any time between now and the end of (month) in order to spread the costs.

**CROFTLANDS JUNIOR SCHOOL**

**Year 6 Residential Visit to .....**

I will / will not allow my child \_\_\_\_\_ Class \_\_\_\_\_ to take part in the residential visit to .....from .....(date)to .....(date).

I agree to pay a voluntary contribution of £..... by (insert date) and enclose a deposit of £..... I understand that this is non-returnable.

Signed \_\_\_\_\_