Blue Coat C.E. (Aided) Junior School

Charges and Remissions Policy

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DURHAM BLUE COAT C.E (AIDED) JUNIOR SCHOOL
CHARGES AND REMISSIONS POLICY

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.

1. Introduction

This charging policy has been compiled in line with DFE requirements and in accordance with s457 of the Education Act, 1996.

2. Basic Principles

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

3. Voluntary Contributions

There is an exception to the rule about not charging for activities in school hours. Parents may be invited to make voluntary contributions to extend the value of school funds.

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost.

Examples where parents may be asked for a voluntary contribution include:

- School Trips
- Enrichment activities e.g. external drama group

4. Breakfast Club and After School Club

The School will charge parents for these services, out of school hours, and the scale of charges will be approved by the Governing Body on an annual basis in the autumn term.

5. Ancillary Services

The School may offer additional non-educational services and the scale of charges will be approved by the Governing Body on an annual basis. If the service is a one-off, the Head Teacher or Leadership and Management Committee may approve the charge.

6. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved annually by the Leadership and Management Committee in the autumn term.

7. Remissions Policy

If the parent /carer of a pupil is in receipt of Free School Meals/Pupil Premium the Head Teacher, School Business Manager or Governing Body may choose to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances i.e. included in one of the above categories.

8. Extra-Curricular Activities run by External Providers

External providers will set and collect their own charges.

9. Other Charges

The Head Teacher, Business Manager, Finance Premises and Staffing Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying.

10. Breakages & Damages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher or Business Manager in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

The Head Teacher, Finance Premises and Staffing Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

11. Exceptions

The Head Teacher, Finance Premises and Staffing Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

12. Scale of Charges

These will be approved by the Governing Body on an annual basis.