



Charging, Remissions and School Fund Policy

Governors' Committee Responsible:	Resources Committee
Governor Lead:	Headteacher
Nominated Lead Member of Staff:	Emma Crabb
Status & Review Cycle:	Statutory (Annual)
Next Review Date:	Spring 2019

Aims and Principles:

The school aims to provide a range of experiences to enrich and extend pupils' learning and contribute to personal development. All pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

This policy sets out what we charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

Charging for activities:

All activities that are a necessary part of the National Curriculum, including Religious Education, will be provided free of charge. This includes any materials, equipment or transport to take pupils between the school and the activity, if taking place off-site.

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, for example, swimming, special activities involving high cost materials, our wider opportunities music programme, trips involving travelling to another venue or visitors to school who provide a service. In addition to this, charges will be made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

In all instances, pupils will not be prevented from participating because his/her parents cannot or will not make a contribution. However, if not enough contributions are received, the school reserves the right to cancel or amend the educational experience to cover the costs of providing this.

Chargeable Costs:

Charges will be made for materials, books, instruments or equipment if parents or guardians wish the pupil to own them. In all cases, the school will provide all the necessary equipment in school for lessons so as not to disadvantage the child's progress across the curriculum.

This means we will charge for:

- Materials used in creative lessons if the child is expecting to take the finished product home
- Cookery ingredients if the child will take the result home
- Trips which are not part of the school curriculum or are outside the school day
- Some after school clubs
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of children

The charge will not exceed the actual cost of providing the optional extra activity. Agreement for the charge will be obtained before the optional extra activity is provided.

Residential Trips:

The school arranges optional Residential Trips, which offer excellent and exciting opportunities for our pupils. The school offers these at, or below cost, to our pupils and encourages participation through offering parents or guardians a range of payment plans to help spread the cost.

For those children who do not wish to participate in the residential trips, for whatever reason, a range of alternative stimulating activities are offered.

In accordance with the stated activities of our School Fund the Headteacher has the delegated discretionary authority to assist pupils financially up to £50 individually or to a total of £100 per year towards an activity.

Voluntary Contributions:

Nothing in legislation prevents a school Governing Body from asking for voluntary contributions for the benefit of the school or any school activities. Voluntary contributions may be requested to help with providing activities, even though they may be part of the normal school day or part of the National Curriculum.

All requests to parents for voluntary contributions must make it quite clear that the contributions are voluntary. If the parent is unable or unwilling to pay, the child will not be excluded from the activity. However, if not enough contributions are received, the school reserves the right to cancel or amend the educational experience to cover the costs of providing this. Parents will be advised of this when the voluntary contribution is requested.

Support for families:

At Shottermill Junior School, we pride ourselves on our positive relationships with families and the support we provide to families in need advice or guidance. Parents or guardians who are finding it difficult to meet any financial costs for supporting their child's access to education, should ask for a private meeting with the Headteacher to discuss their concerns.

In addition to this, the Home School Link Worker, Vicky Noble, is an invaluable member of the Shottermill team, who is always on hand to signpost families to agencies or services who can offer support whatever the concern. Please ask for the HSLW's contact details at the School Office.