



## Charging, Remissions & School Fund Policy

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|------------------------------------------|----------------------------|
| <b>Governors' Committee Responsible:</b> | <b>Full Governing Body</b> |
| <b>Governor Lead:</b>                    | <b>Headteacher</b>         |
| <b>Nominated Lead Member of Staff:</b>   | <b>Tara Budden</b>         |
| <b>Status &amp; Review Cycle:</b>        | <b>Statutory (Annual)</b>  |
| <b>Next Review Date:</b>                 | <b>Summer 2027</b>         |

### 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. It relates to the **School Fund Administration Policy**, which also sets out credit control procedures for managing payments and debt. This policy takes into account the DfE advice: **Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities, 2018**

### Charging for activities:

All learning experiences 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. However, like most schools, we try to enhance children's learning experiences by arranging additional activities and educational visits during school hours (and sometimes outside of school hours) and we may ask for a parental voluntary contribution to enable these to take place.

In all instances, pupils will not be prevented from participating in an activity because parents cannot or will not contribute. However, if not enough contributions are received, the school reserves the right to cancel or amend the educational experience. This may mean replacing the activity with an alternative, which still ensures coverage of the National Curriculum.

Examples of typical voluntary contributions we may seek from parents include:

- Healthy Living Week activities where visitors are invited in to school to deliver workshops
- Specialist experts visiting the year group for topics taught (e.g. Stone Age Day)
- Swimming lessons delivered in our in our school pool
- Residential visits
- Visits to places of worship, museums, etc.
- More Able workshops off site
- Young Voices at O2 Arena

Sometimes, alternative voluntary donations may be requested (e.g. requests for ingredients for cooking) or we also send out our **Amazon Wish Lists**, where parents can opt to buy additional resources for the school or their child's class. There is no pressure for parents to make these additional contributions and we are enormously grateful for an additional support we receive, especially at a time when school budgets are under pressure.

### **Parapetetic Music Lessons:**

We know that many parents would like their children to learn to play an instrument and we support this through offering individual or small group lessons delivered by external companies who come in to school throughout the week. Examples of these providers include **Surrey Arts** or **Sussex Academy of Music (SAM)**. These lessons are chargeable to parents, unless we can arrange funding for pupils in receipt of Free School Meals or those eligible for Pupil Premium.

### **Chargeable Costs:**

The charge will not exceed the actual cost of providing extra activities and an agreement for the charge will be obtained before the optional extra activity is provided to children. Where possible, an activities / trips matrix will be provided for parents in September to provide a helpful summary of planned activities throughout the year.

### **Residential Trips:**

The school arranges optional Residential Trips, which offer excellent and exciting opportunities for our pupils. When determining the costs of these trips, we consider the following:

- Costs associated with bed and board, including food provided;
- Transportation costs to and from activities;
- Staffing costs associated with working over and beyond contractual hours or to release staff to accompany the visit;
- Instructor-led activities;
- Other associated costs such as medical supplies, providing a treat such as an ice cream or purchasing other equipment required for the visit.

The school offers these at, or below cost, to our pupils and encourages participation through offering parents or carers 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, mostly hosted on our school site.

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 per pupil, per activity in any one year. Other sources of funding may be sought, through accessing grants from local charities - although parents should understand that these are not guaranteed.

### **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.

### **Remissions / 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, Katherine Bourne, is an invaluable member of the Shottermill pastoral 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.

### **Teacher led school clubs:**

The **Haslemere Confederation of Schools** has agreed that charging for teacher-run clubs, which is also a form of childcare, is a helpful way to cover the additional costs of running these activities in schools. We aim to ensure that teacher-led clubs are affordable and we charge a flat-rate fee for all clubs attended per term, which makes this more affordable to parents, especially if they have more than one child. Please see Appendix 1 for our shared agreement.

## **Teacher Led Clubs and Extended Services Haslemere Confederation Agreement**

### **Autumn Term**

All schools in the Confederation are dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities and extended services. These enable our school to provide:

- High-quality learning opportunities at the end of the school day;
- Ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to homework clubs;
- Ways of increasing pupil engagement;
- Ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The Confederation offer a number of after school clubs led by teachers and non-teaching staff ('teacher-led clubs') and these also provide childcare for parents and guardians. Due to ongoing funding cuts from the Government, increased cost of living and restricted budgets for each of the schools in the Confederation, there will be a charge for all teacher-led clubs. This charge will help cover the cost of staff engaged to provide the activity or club, as well as resources and other associated costs.

Each school will be free to determine their charges for providing after school clubs. Payment will need to be made to secure a place at the club and non-payment may prevent a child joining a club. If a child is in receipt of Free School Meals and parents cannot meet the cost, they will be asked to contact the School Office to discuss this.

This cost will be reviewed on an annual basis each summer term and parents/guardians will be advised of any cost increases in good time, before September. The cost per club will be **£17.00**, per club attended, per child.

Originally agreed: **July 2019**

Last reviewed: **July 2026**