

# Crofton Junior School



## Charging and Remissions Policy

October 2017

The governors recognise the importance of the extended curriculum and wish to endorse continuance of well-established practice in respect of education off the school premises which has taken the form of half-day or full-day visits. The content of a particular visit will be planned so as to be integral to the curriculum.

### **1. Visits which are wholly in school time**

These curriculum based activities all make a significant contribution to learning development. No charge can be made to parents for these activities although voluntary contributions would be sought from parents and would be most welcome. Unless sufficient voluntary contributions are received the school will need to consider whether or not this visit is viable.

### **2. Activities which are partly in and partly out of school time**

Any visit or journey, which takes place partly in school time and partly in holidays or weekends or extends beyond the normal length of the school day and with the greater percentage of time outside a normal school day is considered optional and will be funded wholly by parents/ guardians. In order that no child is financially disadvantaged, the governors have agreed to help subsidise costs for residential and day visits (from the school budget) as appropriate. Please contact the school if you wish to receive further information.

### **3. Activities which take place wholly out of school time (visits and journeys during evenings, weekends and holidays) "optional extras".**

Such activities are regarded as voluntary and will be funded wholly by parents/guardians. A charge will be made relating to the cost of the visit/journey, for board and lodging, transport etc. (subject to remissions policy applying).

As a general principle each visit/journey which takes place out of school hours should be regarded as self-financing.

### **4. Charging for materials**

The Governor's policy is to charge for ingredients or materials, when necessary, where parents have indicated in advance that they wish to retain the finished product.

### **5. Extra-curricular activities outside school hours**

A charge may be made for activities deemed 'out of school hours'. The charges must be agreed in advance by the pupil's parents/guardians. We currently have a range of after-school clubs over the course of any school year and for those we charge £1.50 per session. This income allows us to offset the cost of resources or transportation for example. For these, there is no extra cost.

## **6. Breakage or damage to school premises/equipment**

Parents/guardians may be asked to pay for damage to school property or equipment when this results from misbehaviour of their child. No charge will be made for accidental damage.

### **REMISSIONS POLICY**

The governors are anxious to ensure that no child should be disadvantaged because of financial burden related to visits or journeys. Great care will be taken by governors and the school staff to attempt to help in these cases, as is current practice, and using whatever means are available.

Signed: Mr P. Birdsall Headteacher

Signed : Mr J. Allen Chair of Governors

Date: October 2017