



RAVENSDALE JUNIOR SCHOOL

CHARGING AND REMISSIONS POLICY

2024

INTRODUCTION

This statement sets out the legal framework, the definitions and our policy expectations.

The purpose of this policy is to set out clearly when Ravensdale Junior School may or may not make a charge, and that they must inform parents/guardians on low income and in receipt of certain benefits of the support available to them when being asked for contributions towards the cost of school visits.

Academies are required through their funding agreements to comply with the law on charging for school activities.

The Governing Body recognises the valuable contribution that these and any additional activities to the curriculum, which can include clubs, day trips and extended visits, can make towards pupils' personal and social education and its aims are to promote and provide these activities as part of the school's broad and balanced curriculum. Under the regulations, no school is able to make a charge for education within school hours or education provided outside of school hours if the activity is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

CHARGES

GENERAL

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

SCHOOL VISITS – DURING SCHOOL HOURS (NON-RESIDENTIAL)

The Governing Body believes that school visits are a valuable part of the children's learning.

The school is not allowed to make a charge for these journeys but will seek voluntary contributions from parents in order to fund this activity. There is no obligation to contribute and no pupil will be omitted from the activity should their parents/guardians are unwilling or unable to do so. However, should funding for the trip be inadequate it will not take place.

Curriculum Visits Once money has been paid for a curriculum visit the only element which can be refunded to parents should a child not attend (regardless of circumstances) is that which has not been pre-paid to an outside provider prior to the day of the visit eg. entrance fees.

The coach fare, insurance and any monies pre-paid in advance of the trip will not be refunded. Refunds of entrance fees as stated above will only be paid to parents upon receipt of a written request stating the reason for cancellation.

SCHOOL VISITS – OUTSIDE SCHOOL HOURS (NON-RESIDENTIAL)

Activities held outside school hours. These will sometimes include day and residential experiences, and are known generally as 'optional extras'. The school will make a charge for these activities except where they are provided to fulfil any requirements specified in order to fulfil statutory duties relating to the national curriculum or to religious education in which case they are not regarded as optional extras and as such charges cannot be made. The school will seek voluntary contributions from parents in order to fund the visit.

There is no obligation to contribute and no pupil will be omitted from the activity should their parents/guardians be unwilling or unable to do so. However, should funding for the trip be inadequate it will not take place.

RESIDENTIAL VISITS

The Governing Body recognises the valuable contribution that residential activities can make towards all aspects of pupils' education. The governing body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils at the school.

The school will make a charge for the whole cost of residential activities that take place outside school hours, including the board and lodging element, if it is not part of the national curriculum or religious education. There is no obligation to participate and should funding for the activity be inadequate it will not take place.

If the residential is part of the national curriculum the school will only charge for the board and lodging element of the trip. The school is not allowed to make a charge for the other elements of the trip for national curriculum activities but will seek voluntary contributions from parents in order to fund the visit.

There is no obligation to contribute and no pupil will be omitted from the activity should his/her parents be unwilling or unable to do so. However, should funding for the residential be inadequate it will not take place.

All deposits for residential visits are non-refundable once a booking has been secured and deposits paid to the outside provider.

Final Payments - Money paid to school but not passed on to our providers may be refunded as long as this does not incur any small group supplements which would impact on other pupils. Once final payment has been made to our providers for accommodation and activities no refund can be made to parents.

Coach fare and insurance - Where this is booked directly with a coach company this can not be refunded once a place has been booked as it would cause an on-cost to other pupils.

Entrance fees and other expenses - These may be refunded up until the date of departure if they have not been paid out in advance of the trip and a reduction in numbers does not incur any other on costs. Cancellation of trips by the school will only be made in extenuating circumstances and any monies taken will be repaid to parents where possible, at the discretion of the Governing Body.

SCHOOL MEALS

The charge for school meals is £2.80 per child per day.

Meals should be paid for in advance.

SCHOOL MEALS DEBT

When the debt exceeds £10 for a child or family a text will be sent to the parent/guardian informing them of the need to provide their child/children with a packed lunch to prevent further arrears. If the child/children is/are not provided with the requested packed lunch and the parent/guardian cannot be contacted, the school will provide a sandwich and drink only.

If the debt exceeds £25 for a family and/or action proves unsuccessful in securing dinner money arrears, the school may inform the local safeguarding team and formally write to the parent/guardian, informing them that the school is not obliged to provide a school dinner where advance payment is not received.

INGREDIENTS/MATERIALS FOR PRACTICAL SUBJECTS

The school may charge for ingredients and materials or require them to be provided if parents indicate in advance that they wish to own the finished product. Alternatively, parents may, in these circumstances, be asked to volunteer to provide the ingredients or materials prior to the activity taking place. No child will be disadvantaged because of parents' inability or reluctance to pay.

REMISSIONS

GENERAL

There may be a number of cases of family hardship which makes it difficult for pupils to take part in particular activities for which a charge is made. In such cases parents should apply to the Headteacher, in confidence, for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

SCHOOL VISITS – DURING SCHOOL HOURS (NON RESIDENTIAL)

Parents who are in receipt of free school meals will receive a 50% remission from any charge for activities that take place during school hours if it is not part of the national curriculum.

Parents who are in receipt of free school meals will receive a 50% remission from any voluntary contribution requested towards a school visit.

SCHOOL VISITS – OUTSIDE SCHOOL HOURS (NON RESIDENTIAL)

Parents who are in receipt of free school meals will receive a remission from any charge for activities that take place outside school hours if it is not part of the national curriculum.

If the activity is part of the national curriculum parents who are in receipt of free school meals will receive a remission from any voluntary contribution requested towards the visit.

RESIDENTIAL VISITS

Parents who are in receipt of free school meals will receive a remission from the board and lodging element of the residential visit even if it is not part of the national curriculum.

Parents who think they may be entitled to Free School Meals but are not currently registered should speak to the school office at reception.

VOLUNTARY CONTRIBUTIONS

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any invitation.

DAMAGE TO PROPERTY

Parents must accept the responsibility for any damage or breakages, howsoever caused by their child, to our provider's facilities. This policy has

been approved by the Governing Body and stays in effect until superseded by any new policy.