



Jotmans Hall Primary School

# Charging & Remissions Policy

Approved by Finance & Premises Committee on

.....

Accepted/Ratified by the Full Governing Body

.....

## Jotmans Hall Primary School



### Governing Body Charging Policy

Parents are not charged for any part of the normal school curriculum, or for equipment and books used in the pursuance of the curriculum.

Charges are made as follows:

1. An annual voluntary contribution is requested for design and technology items.
2. Individual and group music lessons requested by parents and provided by the School through peripatetic teachers are charged for at cost price, on a termly basis. Parents are notified of the charges in July each year and any changes are made from the following September. Currently, a 60% remission voucher is provided by Essex Music Services for lessons purchased through them for pupils in receipt of Pupil Premium. Pupil Premium Grant will be used to fund the remaining 40% for Looked After Children (LAC) and Pupil Premium Children.
3. School meals are produced on site and these are provided to children with Pupil Premium entitlement and KS1 Universal FSM at no cost. Any other pupil may purchase a meal for £2. Staff may purchase a meal at an agreed price which must include VAT. The School may add a small administration fee.
3. Extended Services
  - a) Woodland Club - Before School, After School and Holiday Club

These services are provided for parents by the Governing Body and the charges must ensure that the service breaks-even or makes a small "profit" to cover overheads.. The charges will be considered at least annually, generally in June and applied from September of the same academic year. The Headteacher reserves the right to exercise her discretion in allowing children to participate in the clubs at a reduced cost/no fee in exceptional circumstances. Pupils in receipt of Pupil Premium and LAC are entitled to support on an individual basis to access these Clubs, at the Headteacher's discretion - funded by the Pupil Premium Grant.

- b) Extra-Curricular Activities provided by Outside Agencies

Where an outside agency runs a club for parents, the charges made will cover the cost of providing the activity or payment will be made directly to the outside agency running the club.

Pupils entitled to Pupil Premium and LAC are invited to choose one club each term free of charge - funded by the Pupil Premium Grant.

Amended November 2017

- i. In the event of insufficient contributions from parents being received, the Headteacher reserves the right to cancel these activities.
4. In order to facilitate Swimming Lessons, parents are invited to make a voluntary contribution to cover extra costs to the school.
  - i. In the event of the inability or unwillingness of parents to make these donations, children are still able to take part in the activity concerned, subject to ii. below.
  - ii. In the event of insufficient contributions from parents being received, the Headteacher reserves the right to cancel an educational activity.
  - iii. Pupils who are in receipt of Pupil Premium or LAC will be entitled to attend swimming free of charge. The cost of the activities will be paid for from the Pupil Premium Grant.
5. In order to facilitate the following educational activities, parents are invited to make a voluntary contribution to cover extra costs to the school.
  - Educational visits;
  - visiting tutors / performers;
  - extra-Curricular activities provided by the School.
  - i. In the event of the inability or unwillingness of parents to make these donations, children are still able to take part in the activity concerned, subject to ii. below.
  - ii. In the event of insufficient contributions from parents being received, the Headteacher reserves the right to cancel an educational activity.
  - iii. Pupils who are in receipt of Pupil Premium or LAC will be entitled to attend these activities free of charge. The cost of the activities will be paid for from the Pupil Premium Grant.
6. Where an Educational Holiday is arranged the school will not subsidise any costs incurred, responsibility lies with the parents, except in exceptional circumstances at the discretion of the Headteacher.
  - i. Danbury Educational Holiday - Pupils in receipt of Pupil Premium and LAC are entitled to remission of part of the cost of this educational holiday. Parents and carers will pay the remaining balance. This contribution will be reviewed annually.
  - ii. Stubbers Educational Holiday - Pupils in receipt of Pupil Premium and LAC are entitled to remission of part of the cost of this educational holiday. Parents and carers will pay the remaining balance. This contribution will be reviewed annually.

Amended November 2017

**REMISSIONS POLICY**

The Headteacher and Chair of Trustees will authorise the remission of charges in all cases. The academy will consider the remission of charges to parents or carers who receive the relevant support payments (in accordance with the current DfE listing) which make their child/children eligible for free school meals and for children in care.

All claims for remission of charges should be addressed to the Headteacher and will be dealt with confidentially.

The academy may decide to subsidise part or all of the payment of some charges for certain activities and pupils; each event or case will be considered individually by the Headteacher and the Board of Trustees.

**Confirmation that the Charging and Remissions Policy in respect of Jotmans Hall Primary School has been discussed and formerly adopted by the Board of Trustees**

Signed by:

Chair of Trustees: ..... Date: .....

Print name:.....

Chair of Finance & Premises Committee.....Date:.....

Print name:.....

Headteacher:.....Date: .....

Print name:.....

Agreed at the Board of Trustees Meeting on: ..... Minute Reference: .....