



Jotmans Hall Primary School

Charging Policy

Approved by Finance & Premises Committee on
22.11.16

Accepted/Ratified by the Full Governing Body
29.11.16

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 Free School Meals (FSM), not KS1 Universal FSM. Pupil Premium Grant will be used to fund the remaining 40% for Looked After Children (LAC) and FSM (not KS1 Universal FSM).
3. School meals are produced on site and these are provided to children with Free School Meals (FSM) entitlement at no cost; both existing FSM pupils and KS1 Universal FSM. 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 FSM (not KS1 Universal FSM) 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 FSM (not KS1 Universal FSM) and LAC are invited to choose at least one club each term free of charge - funded by the Pupil Premium Grant.

- 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 FSM (not KS1 Universal FSM) 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 / players;
 - 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 FSM (not KS1 Universal FSM) 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 FSM (not KS1 Universal FSM) and LAC are entitled to remission of part of the cost of this educational holiday. In 2016 Parents and carers must provide 18% of the cost of the Danbury Educational Holiday (£20) , whilst the remaining 82% (£90) will be funded from Pupil Premium Grant. This will be reviewed annually and may be amended.
 - ii. Stubbers Educational Holiday - Pupils in receipt of FSM (not KS1 Universal FSM) and LAC are entitled to remission of part of the cost of this educational holiday. In 2016 Parents and carers must provide 40% of the cost of the Stubbers Educational Holiday (£155) , whilst the remaining 60% (£240) will be funded from Pupil Premium Grant. This will be reviewed annually and may amended.