Charging & Remissions Policy

2019 - 2020

Prepared by       School Business Manager
Approved by      Finance Governors – 14 October 2019
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THAMES DITTON JUNIOR SCHOOL
CHARGING AND REMISSIONS POLICY

1. Statement of Policy

Thames Ditton Junior School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school’s policy for charging for the provision of this wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

The circumstances where charging is permitted can be divided into the following categories:

- individual instrumental music tuition;
- day trips;
- residential trips

2. Individual Instrumental Music Tuition

2.1 Charging

Peripatetic staff visit the school to provide individual and group tuition in a range of musical instruments. The Charges for Music Tuition Regulations 2007 permits parents to be charged for this tuition, and the current arrangement is that this charge is made by Surrey County Arts, by whom all peripatetic music staff are employed. The school, therefore, is not directly involved in making the charge.

2.2 Remission

The school does not levy the charge for music tuition, therefore, it is not possible for the school to remit that charge. However, if sponsorship or some other form of subsidy could be arranged, the school would support the principle of subsidising individual music tuition for pupils.

3. Day Trips

Charges levied for day trips will represent the actual cost of providing the trip. No profit will be made by the school. Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child’s participation. Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip. Once a trip has been paid for, there will be no reimbursement for absentees on the day. Where a child may be prevented from participating in an outing because of financial hardship, consideration will be given to reducing the voluntary contribution expected. Any shortfall would then be met from the School Fund or Pupil Premium.

Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of
financial hardship. Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

4. Residential Trips

4.1 Charging

When residential visits are being arranged by the School, it is the intention of the Governing Body to charge the actual cost of providing the trip. It is not expected that there will be any profit made. It will be made clear, however, that the residential visit could not take place if there were insufficient voluntary contributions to support it.

An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required.

Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trips as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship. Children will be treated equally regardless of the payment made by their parents.

4.2 Remission

The Governing Body will observe the statutory requirement to remit the full cost of board and lodging in the case of pupils whose parents meet the eligibility criteria for free school meals. Parents who meet the FSM criteria will be informed independently of the arrangements for remission for each residential visit.

4.3 Delegation

The Governing Body delegates to the Headteacher the discretion to remit some or all of the board and lodging costs of residential visits organised by the School in appropriate circumstances, for example, when sponsorship or voluntary contributions enable a general reduction in charges. In such cases the criteria applied for remission will be made clear to parents and other interested parties, and children will not be treated differently according to whether their parents have made a voluntary contribution.

5 Requests for Evaluation of Pupils by Independent and non-Maintained Schools

5.1 Charging

The Governing Body will levy a charge on each completed request from an independent school for written evidence of a pupil’s performance, aptitude and attainment and other relevant information in respect of each application. The charge will be determined by the Governing Body and is currently £40.

5.2 Remission

There will be no remission, the Governing Body having decided that application to an independent school is a voluntary act by parents.
6. Experiences offered in school

The cost of providing these experiences is to be met by a voluntary contribution sought from parents of children within the school who will benefit. Experiences may include activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials or visitors to the school who provide a service. The school will subsidise where possible from either the year group budget or school fund. It is not expected that there will be any profit made. Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received. No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay. Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day. Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

There may be other activities arranged by third party organisations, which hire requisite parts of the school premises. Such activities in the past have included music tuition, chess and dancing. The charging arrangements for all of these are the direct and sole responsibility of the organisations concerned.

7. Complaints

The Governing Body has established a formal complaints procedure, Responding to Parents’ Concerns. If parents or carers are unhappy with the application of the Charging and Remissions Policy, they should in the first instance discuss the matter with the Headteacher. A summary of the complaints procedure will be made available for parents to provide guidance on how to make any complaint.

8. Review of Policy

This policy will be reviewed annually.