Priory Junior School

CHARGING AND REMISSIONS POLICY

1 Introduction

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, trips, and residential experiences can make towards a pupils' personal and social education.

The Governing Body aims to promote and provided such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

2 Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

2.1. School Journeys in School Hours

The board and lodging element of residential activities deemed to take place within school hours except for those pupils whose parents are in receipt of :

- ☐ Income Support
- ☐ Income based job-seekers allowance
- ☐ Child Tax Credit, no Working Tax Credit and an annual income that does not exceed £13,230
- ☐ Supported under Part VI of the Immigration and Asylum Act 1999.

2.2. Activities outside School Hours

The full cost to each pupil of activities deemed to be optional extras taking place outside school hours such as theatre trips and school discos.

2.3. Materials & Equipment

The cost of purchase or hire of instruments, materials, equipment or clothing for activities, which take, place outside school hours and which are purely voluntary and optional. (It remains the parent's responsibility to supply school uniform including P.E.Kit). The Governing Body may charge for materials or require them to be provided if parents have indicated in advance that they wish to own any finished product produced in school e.g. Design Technology Products.

2.4. Examination Fees

Where a pupil has not been prepared for a public examination by the school or where the school has provided no further preparation for a re-sit, the Governing Body may make a charge for the cost of entering the pupil for the examination if previously agreed by the parents.

If a pupil fails without good reason to complete the examination requirements for a public examination for which the school has paid (or is liable to pay) an entry fee then the Governing Body may recover the fee from the parent as a civil debt.

2.5. Music Tuition

Any costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum).

2.6. General

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.

The Governing Body may from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

3. Remissions

The Governing Body may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Governors' discretion. In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher or Deputy Headteacher on behalf of the Governors. All parents, however, will have the right of appeal to the Governing Body, normally represented by the Chairman or Vice-Chairman of Governors.