

HERNE JUNIOR SCHOOL
Charging and Remissions Policy



RATIONALE

Every school must have, and publish for parents, a charging policy. The purpose of such a policy is to ensure that there is clarity for parents over those items which the school will provide free of charge and those items for which there may be a charge. The policy for this school has been decided by the Governing Body with reference to the relevant Local Authority policy and guidance from the Department of Education.

METHODS

Books and equipment

- Most parents want to buy their children their own pens, pencils, calculators, etc, although the school will loan such equipment on request or when needed in lessons.
- Books and stationery are provided free, including a Home-School Link book.
- If a child has carelessly lost a library book or reading book or their Home-School Link book, the cost of replacement will be borne by the parent.
- If a child wilfully or carelessly damages or loses school property, the cost of replacement or repair will be borne by the parent.

Charging for materials

- Parents of pupils who take part in practical courses (eg. Home Economics, Art, DT etc.) and who wish their children to own the finished product will be charged for the materials used.

Activities within the school day or part of an examination course:

- Any payment from parents for these activities is voluntary but if parents are unable or unwilling to contribute, it may be that the activity will not be able to take place. Pupils will never be treated differently whether or not their parents have made any such payments.
- When visiting speakers or group are brought into school Herne may ask for a voluntary contribution towards the cost of this.
- There is no charge made for swimming lessons in Year 4 where swimming is part of the child's entitlement to the National Curriculum.

Activities outside the school day

- Herne provides its pupils with the option of participating in a wide range of after-School clubs and activities for the majority of which there is no charge. This usually applies to activities run by school staff (not including Breakfast and Twilight Clubs). Details of these are provided to pupils and parents as appropriate through the year.
- Herne also offers its pupils the opportunity to take part in activities after School which are organised and/or run by other parties. For these activities payment is required for pupils to take part. Herne provides details of these activities and the costs involved to pupils and parents as appropriate through the year.

Residential Visits

- On residential visits parents are asked to pay for the costs of transport, food, accommodation and activities.

- If there is a genuine hardship Herne may be able to support through charity sources.

Public Examinations

- The Headteacher has the delegated responsibility to decide whether pupils are entered for particular examinations.
- The Headteacher has the authority to charge for examination entries in certain circumstances.
- The Headteacher is authorised to request payment for wasted examination fees.

Music Tuition

- The Headteacher is authorised to charge for music tuition outside normal classroom activities, when permitted.
- Lost or damaged instruments must be replaced by the parents.
- A charge is made for those children having music lessons.

Loss and Damage to School Property

- Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the cost of repair or replacement.

Charging in respect of requests for access to information

The Governing Body has determined:

- to charge the statutory maximum fee in respect of a request made under the Data Protection Act 1998. In 2016-2017 this is £10.
- to charge a fee not exceeding the cost of supply in respect of a request made under the Education (Pupil Information) (England) Regulations 2000; and
- to charge a fee, in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000.

ARRANGEMENTS FOR MONITORING

The effectiveness of this policy will be monitored by the Resources Committee through analysis and evaluation provided by the Head Teacher and parental feedback. The content of this policy will be reviewed annually by the Governing Body.

This policy should be read in conjunction with the following documents:
Music Policy

Ratified by Chair of Governors & Headteacher: November 2016

Review date: November 2019