



St. Peter's C.E. Junior School

Stilwell Close, Yateley, Hampshire GU46 6XH.

<i>Policy Number:</i> F/1/Feb09	<i>Date Agreed:</i> 12 th February 2009
<i>Policy Title:</i> CHARGING AND REMISSIONS POLICY	<i>Authorised By:</i> R. Tickell
<i>Area:</i> Finance	<i>Due for Review:</i> February 2010
<p><i>The Governing Body believes that fairness and consistency of judgement is essential to the operation of the school. All members of the school have equality of opportunity to achieve their full potential and will not be discriminated against because of age, disability, gender, sexual orientation, nationality, race, or religion. The Governing Body believes that the school always has to be aware of the potential for unconscious discrimination, to avoid assumptions about individual members of the school based on stereotypes and to use the teaching and learning arrangements actively to encourage everyone to achieve their full potential.</i></p> <p><i>All our policies are consistent with our duty of care to protect our pupils and to provide a learning environment which is safe and healthy.</i></p> <p><i>In all our dealings, we respect the strict code of confidentiality that underpins our school ethos.</i></p>	

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the guidance detailed in 'A Guide to the Law for School Governors', amended Sept 2008.

The governors will normally expect parents to pay the full costs of activities occurring out of school hours, except extra-curricular activities run by the school between 3:15 and 4:30pm.

Other activities subject to a charge are:

- Board and lodgings on residential visits. Parents must agree to charges before their child undertakes the activity.
- Individual and small group tuition of a musical instrument, which is not part of the normal school curriculum.

Charges will not exceed the actual costs incurred.

Examinations

The parents will pay for entry fees for examinations, which are not part of the normal school curriculum.

- Non-prescribed examinations (e.g. music grade examinations).

Remission of Charges

The governors will remit the charges for an out-of-school activity or residential activity in school hours for pupils whose parents are eligible to be in receipt of free school meals.

Remission of all or some of the charges for a particular out-of-school or residential activity will be given if governors believe it desirable:

- To give special encouragement for pupils to take part in such an activity.
- To subsidise the cost to pupils whose parents are in financial difficulties.

We believe that financial hardship shall not prevent a pupil from participating in a school activity. Consideration will be given to pupils whose parents are of low income but are not in receipt of the statutory support as listed above.

School Property

The governors reserve the right to charge parents of pupils who are responsible for damage to, or loss of school property, or the misuse or loss of books and equipment through misbehaviour.

Other Charges

- A small charge may be made for materials used in DT or similar activities, if pupils wish to take them home.
- Phone calls made on behalf of children who have forgotten equipment may be charged at 10p.

Voluntary contributions will remain the normal method of funding activities, which are considered valuable and which the school is unable otherwise to fund.