



Portway Junior School

Governors' Statement on Charges and Remissions for School Activities

Equipment for use during school time - parents may be invited to voluntarily provide their children with particular items, but no child will be disadvantaged because of parents' unwillingness or inability to make such a provision.

Where transport is provided between the school and other places where education is provided, and where entrance or visit fees are charged, requests will be made for voluntary contributions to cover the costs incurred.

The Headteacher, in consultation with the Chair of Governors, may withdraw an activity due to be funded by voluntary contributions which prove to be significantly under supported.

Parents facing difficulty in meeting requests for voluntary contributions are invited to speak with the Headteacher. In certain circumstances, remission is available for parents of children eligible for free school meals, subject to funds being available; these circumstances are detailed at the end of this policy.

The school may request that where parents indicated a wish in advance to own a finished piece of work (e.g. craft, cooking etc.) a charge can be made for ingredients/materials provided.

A charge for board and lodging may be made for educational activities of a residential kind, made during school hours.

Charges may be made for activities that take place outside teaching time, which may include lunch times. The agreement of parents would be sought in advance.

Group music lessons may be charged at cost (where groups do not exceed four children) on an annual basis. The current charge for this activity is £210.00 per year paid in 3 separate instalments. Children receiving such lessons will be expected to provide their own musical instrument and music.

The school will endeavour to help in cases where a child shows musical talent but the parents are unable to meet the cost of private group tuition.

If a school instrument is provided for private shared instrumental lessons a fee for the maintenance of the instrument for the duration of the loan may be charged.

If a piece of school equipment or property is damaged wilfully by a child, the Governors can instruct the Headteacher to ask the parent or guardian for a contribution towards replacement or repair, or the full cost.

A charge will be made for items such as reading/library books borrowed from the school which are subsequently lost.

The School will:

- Charge the statutory maximum fee in respect of a request made under the Data Protection Act 1998.
- Charge a fee not exceeding the cost of supply in respect of a request made under the Education (Pupil Information) (England) Regulations 2000
- Charge a fee, in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000.

Other:

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits, where charges can legally be made, will be offered at no charge or a reduced charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

- Income support
- Income-based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules.
- Guaranteed State Pension
- All Universal Credit claimants are currently eligible for education benefits

Requests from parents for financial help and assistance will be sympathetically considered in consultation with the Headteacher and the Chair of the PPF Committee. Complete confidentiality will be observed in such matters.

Arrangements for monitoring and evaluation:

The PPF committee of the governing body will monitor the impact of this policy by receiving a financial report on those activities that result in charges being levied, the subsidies awarded (without sharing names) and the sources of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.