

This policy describes the approach of Henleaze Junior School to the monetary contributions, voluntary or otherwise, that may be sought from parents and the circumstances in which money may be refunded or charges may be waived. It was first published in January 2009, was approved by the Finance Committee on 15th January 2009 and is reviewed annually.

1 RATIONALE

1.1 We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

1.2 We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

2 PURPOSES

2.1 The purpose of this policy is to:

- Promote and provide a wide range of activities, clubs, trips and residential experiences
- Engage the support of parents/carers
- Allow all children the opportunity to take part in activities

3 PRACTICES

3.1 The charges outlined below will have to be made periodically, but the school will attempt to keep these to a minimum.

3.2 The Governors reserve the right to amend the categories of activity for which a charge may be made.

4 CHARGES

4.1 The Governing Body may seek voluntary contributions from parents/carers towards the cost of visits both inside and outside school hours.

4.2 Parents are given the following information in a letter at the outset of each activity:

- The level of contribution
- The contributions are voluntary

4.3 Pupils will not be treated differently according to whether or not parents/carers make a contribution.

- 4.4 Parents/carers have the right to withdraw their voluntary contributions before, but not after, the booking has been made.
- 4.5 Parents/carers are advised that activities are planned to stay within a reasonable budget over the year.
- 4.7 A refund will not be made if a child is absent on the day of the trip but will be made if a child has been prohibited from taking part due to unacceptable behaviour.
- 4.8 Activities where **voluntary** contributions may be asked for towards the cost include:
- Educational day trips or half day visits
 - Outside providers in school
 - Art and design material
 - Design and technology materials
 - Transport to swimming lessons
- 4.9 The Governing Body reserves the right to charge parents/carers if they choose for their child to take part in the following activities:

4.10 **RESIDENTIAL VISITS**

All costs incurred to a residential stay at a premises away from school.

4.11 **AFTER SCHOOL SPORT**

Providing expert coaches to organise after school sporting opportunities. No refund if the child is absent. Refund if the coach does not teach agreed number of sessions in the term.

4.12 **INSTRUMENTAL TUITION**

The cost of providing musical tuition for individuals or groups of up to 4 children. No refund if the child is absent. Refund if the teacher does not teach agreed number of lessons in the term.

4.13 **INGREDIENTS, MATERIALS & EQUIPMENT**

When the children are involved in practical work, parents/carers may be charged for ingredients for Food Technology activities and materials for Design Technology and/or Art & Design activities; alternatively they may be asked to provide ingredients or materials.

4.14 **DAMAGE, BREAKAGES OR LOSS**

Parents/carers may be required to pay in full or part for any damage to the school premises or breakages/loss of school property where this is a direct result of their child's actions or behaviour.

5 DINNER MONEY

- 5.1 Dinner money should be received during the week that the child has the dinners.
- 5.2 If dinners are paid for monthly, this should be paid in advance.
- 5.3 If there are arrears at the end of a week, a letter will be sent to parents/carers. This informs them of the amount owing, a reminder that the payment must be up to date by the end of the following week, and states that if all dinners are not paid in full by the end of the following week the school will reserve the right not to provide the child with school dinners and request that they bring packed lunches until the arrears are settled..
- 5.4 Whilst we recognise it is important for parents/carers to accept responsibility, the Headteacher may use discretion to occasionally provide a child with a dinner in special circumstances, and the parent/carer will be informed.

6 REMISSIONS

- 6.1 The Governing Body will, at all times, encourage parents/carers to apply in confidence to them (through the Headteacher) for remission of charges if there is a genuine case of family hardship which makes it difficult for their child to take part in a particularly activity. This usually includes families in receipt of eligible benefits. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors. Complete confidentiality will be observed in all such matters.
- 6.2 Eligible benefits include:
 - Income Support
 - Income-based Jobseekers 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
 - Pupil Premium entitlement
- 6.3 Where a parent/carer does not receive an eligible benefit the school will nonetheless consider sympathetically requests for assistance in the phasing of

contributions, provided that all such phased contributions have been made by the time the trip or event takes place.

6.4 Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source 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.

Agreed by Governors	Review Schedule	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed
	ANNUALLY	30/11/2016			