

**Hasland Junior School**  
**CHARGING AND REMISSIONS POLICY**

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The Governing Body reserves the right to ask for a voluntary contribution to meet the full costs (except in Charges 1 below) for any activity taking place in or out of school and although the Governors accept that for school time activities no child may be penalised because their parents are unable or unwilling to contribute voluntarily towards the cost. The Governors reserve the right to inform parents that if insufficient voluntary contributions are forthcoming then the activity could be jeopardised.

Charges

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

School Journeys in School Hours

Parents will be required to meet the full board and lodging element of the annual school residential journey, except:

1. Where children are legally entitled to remission (see school for details of legal entitlements to remissions)
2. Cases of family hardship which make it difficult for pupils to take part. The Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation will be made by the Head in consultation with the Chair of Governors.

The Governing Body will keep a contingency fund to meet such costs. The amount in this fund will be reviewed regularly and fund raising specifically for this fund will be arranged if necessary.

Activities Outside School Hours

Parents to meet full costs.

Music Tuition

A charge for individual tuition in the playing of a musical instrument is permitted unless it forms part of the syllabus for a prescribed public examination or is required by the National Curriculum whether it is provided within or outside the school hours. Where a charge is proposed, parental agreement must be obtained. This will then be seen as a private contract between parent and teacher and a charge negotiated between them.

Ingredients For Practical Studies

Parents to be encouraged, as at present, to meet the costs of materials when finished product is to be kept by pupil. No child to be disadvantaged because of parents' inability/reluctance to pay. Costs to be met from contingency fund if necessary.

## Breakages and Wilful Damage to School Buildings, Furniture or Property

Parents made aware in the School Booklet that willful damage will be charged to parents by School.

## Photocopying Charges

10 pence per A4 black and white copy will be charged for any photocopying connected with personal use.

20 pence per A4 colour copy will be charged for any photocopying connected with personal use.

## Telephone Charges

As the majority of staff have mobile telephones it is not expected private calls will be needed through the school telephone system. If needed the charges will be:

5 pence per minute local calls

40 pence per minute for mobile, 0870 and 0845 numbers

10 pence per minute for national calls

## Payments to school

The school uses ParentPay for all transactions either online or through PayPoint as we are a cashless school. Payments are made through a web based payment service (ParentPay). Parents/carers are issued with a secure online account which is accessed via a unique user ID and password. ParentPay enables parents/carers to view all services available to their child along with the relevant costs and enables them to check on the balance of payments. For families who wish to pay by cash can pay in local PayPoint outlets, a card is provided to make payments for school meals and a barcoded letter is given for school visits, breakfast club, after school clubs and to purchase uniform.

A fee of 1.29% will be added to the cost of school visits, uniform and school clubs to reflect the transaction fees incurred through ParentPay. The school absorbs the transaction fees for school meals.

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