



CHARGING AND REMISSIONS POLICY

SPRING 2016

Manager

MRS J CHAPMAN

Review Date – SPRING 2019

Charging and Remissions Policy

Charging for school activities during school hours

At Gayton Junior School we will:

- Ask for voluntary contributions at the planning stage of an activity and explain the activity may be cancelled if the cost cannot be met
- Not leave any children out of a school hours activity because there is no, or part, voluntary contribution
- Cancel an activity where the voluntary contributions do not meet the costs and where there is no way to make up the shortfall
- Look for general fund raising opportunities to help fund some activities
- Not exceed the cost for each individual child; if further funds are required to make up any shortfall, we will do this by general fund raising
- Refund parents if the child has a school authorised absence at the time of the activity

Breakages, damage and loss to school equipment

At Gayton Junior School we will:

- Ask parents to pay for breakages, damage and lost school equipment if they result from pupils' inappropriate behaviour

Ingredients / materials for practical subjects

At Gayton Junior School we will:

- Occasionally ask parents to provide materials / contribute towards costs for practical subjects; we will not disadvantage any child because of parents inability / reluctance to pay
- Charge for the finished product, if the parent has indicated they wish to purchase it in advance

Principles

The maximum voluntary contributions requested from parents/carers for education during the school day activities, will not exceed £30 per child in any one school year. This will not include out of school hours activities.

We will ensure we receive at least 80% of the requested voluntary contributions in order for the activity to take place. If shortfalls are encountered, we will either use school funds or donations from interested groups such as the PTA or local industry.

Items for sale through the school office – correct Spring 2010

Items for sale	£
Book bags	4.50
PE bags	3.50
Water bottles	0.40
Water bottles – reusable	1.35
Replacement badges	1.00

Charging for school based equipment

Staff may request access to the photocopier for personal use, for which we charge 5p per copy. *Staff no longer request to use the school phone for non-work based calls due to the increase in personal mobile phones.*

When formulating this policy, guidance has been taken from the legislation governing the charging for school activities as set out in the [Education Act 1996: Sections 449–462](#). It covers what a governing body may and may not charge for when activities take place either during or outside of school hours, including residential activities. The need to have charging and remissions policies, and requests for voluntary contributions, is also discussed.