

# Manor Junior School

## Charging and Remissions Policy

In line with guidance from the DfE this Governing Body will charge for:

- Board, lodging, tuition and travel on residential visits. In accordance with DfE requirements some families may be exempt from some of these charges. The school always advises families, when booking places, to contact them to ascertain if they are eligible from exemption from some of these payments and whether help can be obtained from the Pupil Premium money that the school currently receives for free school meal pupils or those pupils that have been entitled to free school meals in the past six years. (see Appendix 2 for more details)
- Costs associated with individual tuition in the playing of a musical instrument (see below for further details)
- Activities which take place wholly or mainly outside school hours

Voluntary contributions will be sought for:

- The partial cost of swimming at a local pool and associated travel costs
- School day trips (see Appendix 1)
- Visitors to the school, for example, visiting authors or theatre groups
- Pupil travel, insurance, books and materials etc

### Residential Visits

- The school plans to run at least one residential trip a year
- Charges will be sought in line with current Government recommended procedure
- The parents will be notified well in advance of the charge and the breakdown of costs (see Appendix 1)
- Payment plans will be available (if required)

### Music Tuition

Charges may be made for:

- Lessons taking place during the normal school day
- The cost of entering a pupil for a public examination
- Hire of musical instrument
- Extra curricular small group or individual tuition

We adhere to the latest charging regulations for music tuition during the school day. All children in care are entitled to free music tuition during the school day. If a child would like to receive music tuition during the school day and they are a pupil premium child, the parent is encouraged to approach the school in order to discuss this so that a reduction in cost can be discussed.

### School Day Trips

- Parents will be asked for voluntary contributions to cover the cost of day trips and visitors to school
- There is no obligation for parents to contribute and pupils will not be treated differently according to whether or not their parents have paid
- If, however, sufficient contributions are not forthcoming the trip or event may have to be cancelled
- This will be made clear to parents in advance

### Other School Charges

If parents ask to keep a finished article as produced in DT, Food Technology or Art the school may seek a voluntary contribution to cover the cost of the materials only.

### Lettings

In accordance with the Lettings Policy, the school will let to a variety of organisations and charge a sum agreed by the Governing Body following recommendations from Hampshire County Council. We currently have no lettings.

### Breakages and Fines

Parents may be requested to pay for the cost of a broken or damaged article resulting from poor behaviour or negligence on the part of their child. This will include lost library books, the replacement of lost or broken pens, rulers and other writing implements and also to pay for or contribute towards broken computer equipment/windows.

### Breakfast and After School Club

Parents who require their children to attend these clubs sign a parental contract with the school indicating all fees must be paid in advance otherwise the place(s) will be rescinded. They all receive a parent's handbook for the clubs which detail costs including extra payments for every 15 minutes that they are late in picking up their child. It also informs them that they must give four weeks' notice if they wish to withdraw their child from the clubs mid-year.

The charging and remissions policy will be communicated to parents through the school website.

Agreed

Date

## **APPENDIX ONE**

### **Charges for 23/24**

- Music Charges  
£45.00 per term
- Butser Year 3  
£22.00
- Winchester Science Centre Year 5  
£17.00
- Harry Potter World Year 4  
£25.00
- Marwell Zoo Year 4  
£18.00
- Liddington Year 6 Residential  
£262.00
- Ufton Year 4 Residential  
£225.00

## **APPENDIX TWO**

Parents may be exempt if they are in receipt of

- 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 providing that you are **not** also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- The guarantee element of State Pension Credit
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working tax Credit
- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

*No other benefits qualify for free school meals.*