



## **Park Junior School**

### **Charging Policy**

#### **Safeguarding Statement**

At Park Junior School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Park Junior School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Version Number	Purpose/Change	Author/Reviewer	Date
0.1	Review and updated Ratified by Governors	RG	July 2016

## Charging Policy

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Education Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of Park Junior School has decided that until further notice its policy will be as follows:

### 1. Day Activities

For visits occurring during school time the school will invite a voluntary contribution from parents to meet costs e.g. swimming, educational visits offsite and for workshops/ visits onsite. For visits outside school time parents will be charged for all allowable costs.\*See below. Charges may be waived or reduced for children whose parents make application to the Head

Letters to parents/carers asking for voluntary contributions will state the following:

*" We must emphasise that no child will be denied the activity , but if we do not receive sufficient funding it will not go ahead. In order to make this decision we need all money paid by two weeks before the activity takes place."*

### 2. Residential visits outside school time

Parents will be charged for the full cost of the visit, including all allowable costs\* and board and lodging. Charges may be waived or reduced for children whose parents make application to the Head.

\*Allowable costs include:

- The pupil's travel and subsistence costs;
- Materials, books, instruments and other equipment;
- Non-teaching staff;
- Costs of teaching staff where separately engaged under a contract for services for the visit or activity;
- Entrance fees to museums, castles, theatres, etc.;
- Insurance costs.

#### **4. Any visit required because of recognised public examinations, the National Curriculum or the law on Religious Education**

As for 1 above.

#### **5. Classroom Materials**

No charge will be made for materials or equipment. However for certain practical activities (Technology, Cookery etc.) parents may be invited to provide materials or ingredients on a voluntary basis. Where parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

#### **6. Extra-Curricular**

Parents may be invited to provide materials on a voluntary basis. Clubs and tuition that require peripatetic teachers or trainers (eg instrument lessons, science clubs or sport) are to be paid for by the parents directly to the provider

#### **7. Breakages & Fines**

The Governors reserve the right to ask parents to pay for damage to property, equipment, books etc. where such damage is the result of a pupil's behaviour.

#### **8 Remissions**

Charges may be waived or reduced for pupils whose parents apply in writing to the Headteacher explaining their financial circumstances; all applications will be treated as confidential