



JOHN BALL PRIMARY SCHOOL CHARGING & REMISSION POLICY

Introduction

The aim of this policy is to ensure clarity for all about which services the school can and will charge for.

To ensure that a fair and honest approach is adopted in activities for which charges will be made.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual music tuition that is provided by Independent Tutors and Lewisham Music Service.

Voluntary Contributions

When organising school trips or visits that enrich the curriculum and education experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary.

If we do not receive sufficient voluntary contributions we may cancel a trip. If a trip goes ahead it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity should the trip/activity not need to be cancelled. Sometimes the school pays additional costs in order to support the visit. This money may come from the main school budget or from the Pupil Premium allocation for pupils entitled to FSM.

If a trip is cancelled due to an emergency situation, it is likely a refund will not be given to the school. However, any parent who has paid will be able to request a refund for their contribution.

Parents have the right to know how each trip is funded. The school provides this information in the 'trip letter' including where trips are subsidised from The Friends of John Ball Association funding.

The following is a list of additional activities organised by the school that require voluntary contributions from parents. This list is not exhaustive.

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Theatre visits
- Musical events

Residential Visits

Schools are permitted to charge for the cost of residential school trips. This cost must not exceed the actual cost of the provision; pupils whose parents are in receipt of the following support benefits will, in addition to having free school lunch entitlement, also be entitled to the remission of the 'board & lodging' element of any residential trip.

- Income Support;
- Income Based Job Seekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190 (or limits per HMRC);
- Guarantee element of the State Pension Credit
(We will inform Parents of this information)

The school will also look sympathetically at families who are in financial hardship (but not receiving the above benefits) and will consider the option of spreading the payments over a longer period of time. Individual situations will be taken to the Finance & Premises Committee for consideration where necessary.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual lessons and charge parents directly for these lessons. We give parents information about additional music tuition at the start of the academic year. We also inform them that if their child is on a trip on the day of their music lesson, the tutor may be able to make that lesson up but this is not guaranteed and depends on the availability of the tutor.

Clothing

We ask parents to provide their children with a P.E. kit. We make no charge for specialised clothing used in school.

Absence

If a pupil is unable to make a school trip due to poor health, parents will be unable to claim refund on the charges for transport to the trip location. Refund of the charge for entry will be subject to the provider's terms and conditions.

Fundraising activities within school using outside companies

The school may use an outside company to provide a service/workshop that has a fee attached to the output from that workshop (e.g. an art exhibition, school photographs).

The school will inform parents about the activity prior to the activity taking place and will be transparent about the flow of money, how much the school will receive from the transaction, where appropriate. All financial transactions will be dealt with away from the child, e.g. to buy a picture you will need to send money in an envelope the following day.

There will be no incentivising in exchange for money.

Fundraising activities for charities

The school may from time to time take part in fundraising activities to raise funds for charities not connected with the school at the discretion of the Head Teacher (e.g. sponsored events, performances). No child will be treated differently or pressurised for not taking part in the activity or contributing financially or otherwise. The Classroom Teacher may collect financial or other contributions in an open classroom, but will do so in such a way as to not cause embarrassment to any child.

The school may from time to time advertise fundraising activities connected with The Friends of John Ball Association. This may be done via the Classroom Teacher, Assembly, pupil representatives, leaflets and posters etc. The advertising does not constitute an invitation to the event. The Friends of John Ball Association are wholly responsible for the event or activity and selling entry tickets per their Ticket Policy.

The school may also, from time to time take part in fundraising activities to raise funds for a specific item/ extras for John Ball School. No child will be treated differently or pressurised for not taking part in the activity or contributing financially or otherwise. The Classroom Teacher may collect financial or other contributions in an open classroom, but will do so in such a way as to not cause embarrassment to any child.

Performances

The school may practise for and attend a concert outside the school (e.g. O2). No child will be excluded from attending the performance on the same basis as school trips. There may be a venue cost for parents to attend (e.g. ticket cost).

The financial transaction will be dealt with away from the child (e.g. order and money in envelope). The school will aim to limit the number of high cost performances, while ensuring that all the available opportunities for all children to benefit from external performances are used.

The school may at times charge for performances within the school (e.g. summer production). When a charge is to be made for tickets, 1 ticket per family will be available free of charge and further tickets may carry a small fee at the discretion of the HT.

In all instances where an event or production is recorded or filmed, we will act in compliance with the licence.

Advertising for extra curriculum and out of school activities

PACT folder advertising is at the discretion of the HT. Where an advert is placed in the children's PACT folder, it will be clear who will benefit from the fee for the activity. If the event being advertised is to raise funds for the school, it will be clear on what basis the tickets will be available (e.g. 1st come, 1st served). There should be clear information available about the activity to enable the parent to make an informed choice about attending.

Outside organisations may at times offer free workshops to inform children of their services (e.g. Perform, Crystal Palace Diving). Parents will be informed of the service the organisation provides or the opportunities available to children and that there is a cost attached to it as soon as is reasonable, and where appropriate how much the cost is. No child will be excluded from the event if they do not wish to use the services of the organisation.

Music tuition offered within school hours, but extra to the curriculum may be demonstrated to children; to ensure pupils know and understand what the instrument is. Parents are informed of costs attached to music tuition at the start of the academic year.

Charging for use of school premises and resources

No charge will be made for use of school premises by John Ball School during school hours.

No charge will be made to The Friends of John Ball Association for use of school premises for fundraising activities, up to a maximum number of events at the discretion of the Head Teacher and agreed by the Trustees of The Friends of John Ball Association.

The school will levy appropriate charges to individuals and organisations hiring the school premises outside school hours. Appropriate charges may be levied to other schools, organisations and individuals for the use of school premises within school hours at the discretion of the Head Teacher.

Appropriate charges may be levied to other schools, organisations and individuals for consultancy services and support provided by the Head Teacher or other staff provided on the school premises or at other locations.

John Ball Primary School - September 2017