

Maple Cross JMI & Nursery School

Care and Achieve



Charging and Remissions Policy

Adopted by FGB January 2009 / Based on HCC Model

Review Period 3 years

Reviewed without amendments March 2019: Chair *E. Maykels*

Date: 18/03/2019

Head *H. Trickett*

Reviewed with amendments on XX

Reviewed without amendments on XX:

Chair _____

Date: _____

Head _____

Reviewed with amendments on XX

Reviewed without amendments on XX:

Chair _____

Date: _____

Head _____

Maple Cross JMI & Nursery School

Care and Achieve



Charging & Remissions Policy

	Signed	Date
(3): (review/update) July 2014	<i>C. Crook.</i>	<i>15/7/14</i>
(4): (annual review) September 2014	<i>C. Crook.</i>	<i>22/9/14</i>
(5): (annual review) November 2015	<i>C. Crook.</i>	<i>Nov '15</i>
(6): (annual review 16/17) R&P Jun'16 / FGB Nov'16	<i>C. Crook.</i>	<i>Nov '16</i>
(7): (annual review 17/18) March 2018	<i>A. Erasmus</i>	<i>Mar '18</i>
(8):		

Adopted by the Governing Body: January 2009 from the HCC draft.

Charging & Remission Policy

Our Mission Statement,

"We care for each other and achieve our best

underpins all that we do at Maple Cross School.

The Governors recognise the invaluable contribution that additional activities such as After School Events, Class Visits and Residential Trips can make towards a pupils personal and social education.

The School aims to promote and provide these activities as part of a broad and balanced curriculum for the pupils and as additional optional extras.

No charges are made for any education provided, although the Governors reserve the right to make charges in the following circumstances for activities organised by the School.

1. **School Journeys in School Hours** A charge will be made for the board and lodging element of any residential school journey involving activities deemed to take place within school hours. School hours are those when the school is actually in session and do not include the break in the middle of the school day.
2. **Activities outside School hours** A charge will be made for the full cost to each pupil of any activities which the Governing Body determine to be optional extras taking place outside school hours. The School itself cannot fund such visits as no resources are provided by the Governors or the Local Authority. We ask parents to support these activities so that they may continue.
3. **Individual Instrumental Tuition** A charge will be made for the cost to the pupil of providing any individual instrumental tuition, which the school is able to offer at any time. Parents will be advised prior to such a charge being made.
4. **Charging in Kind** A charge may be made for the cost of (or parents may be asked to provide) materials, ingredients and equipment for some subjects, for example; Art, Design & Technology. The Governing Body may charge for ingredients and materials or may require them to be provided if the parents have indicated in advance that they wish to own the finished product.
5. **General** The Governing Body may from time to time amend the categories for which a charge is made. Nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for their children.
6. **Under spend** Where an activity makes an unexpected surplus the school will consider making a refund. In accordance with the guidelines set out within the

Hertfordshire County Council Financial handbook for Schools, Maple Cross School will make a refund where the surplus is either:

- 5% or more of the total cost per person, or
- £5 or more per person
(Which ever is the smallest)

Surpluses will be reimbursed in 'round amounts' only, e.g. £3 not £3.29.

Where a refund is offered, the accompanying letter will indicate that 'a surplus of £x has been made and that if the parent / guardian would like to take advantage of it they should contact the school office by a date **three** weeks in advance. If the school is not contacted by that date it will assume that the refund has been donated to school funds.' All refunds will be made in cheque format in order to maintain a clear audit trail. Refunds donated to the school will be transferred to an appropriate budget heading, following approval from the headteacher.

REMISSIONS

Where the trip takes place wholly, or mainly during school hours, children whose parents have applied for and are in receipt of free school meals at the time of the trip will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging.

Parents need to apply for a partial remission of charge by completing an 'Application for Partial Remission of Charge' form obtainable from the school office. The school will check whether they are in receipt of free school meals at the relevant time. (The level of remission will be in accordance with local authority guidelines in effect at the time of application).

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or full where those parents feel that in their particular circumstances the payment would cause hardship.