


Cunningham Hill Junior School Governing Body



Document:	Charging and Remissions Policy
Agreed by:	CHJS Governing Body
Date agreed:	May 2014
Signed:	
Date reviewed:	Sept 2018
Signed:	<i>Foe Westgarth</i> On behalf of the Full Governor Body
Next review date:	Sept 2019

Cunningham Hill Junior School

Charging & Remissions Policy



Purpose and Reasoning

The purpose of this policy is to set out the school's charging and refund policy for school activities.

Aims and Principles

The Governors wish to ensure that all pupils have access to all areas of school life, regardless of their parents' ability to pay.

Charging

The Governing Body has adopted the Charging and Remissions Policy of Hertfordshire County Council (Financial Handbook for Schools).

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it must be free. However, In the event of activities organised by the school during school hours involving the need for payment to be made, voluntary contributions are sought from the parents to cover the cost of these activities. No child is excluded from participating in the activities because of non-payment of the contribution, but if a substantial number of parents are unable to contribute towards the activity, the school reserves the right to cancel it.

In the case of activities partly during the school day and partly out of school hours, charges will be made for the time outside school hours, and for board and lodging on a residential school journey.

Where a trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the certain support payments may, in addition to having a free school lunch entitlement, be entitled to the remission of the charge for board and lodging. The current rules on financial assistance can be found at <http://www.hertsdirect.org/scholearn/canhelp/>. Where remission has been granted the school is notified through the Local Authority's Solero system.

The Headteacher and Governors may also consider sympathetically cases of genuine need seeking help with these charges or for children identified as being vulnerable. The school will remit those they feel are necessary from the school's budget.

Refunds

At the end of each journey or trip, surplus, or deficit should be calculated from journey book or visit sheet and confirmed against the ledger records. If there is a surplus of cancellation a refund will be offered to parents.