

St John's School

Policy on Charging and Remissions

The 1988 Education Reform Act requires schools to have a clear policy on any charging or request for financial support for any school activities.

The policy of the Governors of St John's School, in line with the 1988 Education Act, it is to provide a free education for all pupils. However, the Governors also recognise that it would be impossible for the school to continue to organise the full range of educational activities the pupils currently enjoy without extra financial support. These and other 'additional activities' are essentially funded by donations and voluntary parental contributions. It is the declared intention of the Governors that parents are clear of the basis upon which they are being asked for any financial support.

1. Charges:

The Governors reserve the right to make a charge in the following circumstances for activities organised by the school.

- 1.1 The board and lodging element of residential activities deemed to take place in term time.
- 1.2 Activities outside hours i.e. the full cost to each pupil for activities deemed to be optional extras taking place outside school hours. This would include, for example, an evening trip to the theatre.
- 1.3 Cooking in class:
The Governing Body may charge for ingredients and materials or require them to be made available if the parents have indicated in advance that they wish to own the finished product for the cost of materials, ingredients and equipment for subjects like cookery.
- 1.4 Day trips:
Although education is free, voluntary contributions can be sought and school can reserve the right to cancel any trip if insufficient contributions are received.
If parents choose not to contribute no child will be discriminated against.

1.5 Residential visits:	
Accommodation	Chargeable (unless on certain benefits)*
Meals	Chargeable (unless on certain benefits)*
Transport	Voluntary contributions
Other costs	Voluntary contributions

*Parents should approach school if this applies

2. The Governing Body will review such policy annually and may amend the categories of activity for which a charge may be made.
3. Nothing in this Policy Statement prevents the school inviting parents to make voluntary contributions towards the cost of providing education for pupils for purposes such as snacks, drinks and community access. It is suggested that voluntary contributions are requested from parents on a termly basis.
 - 3.1 Refer to appendices 1,2,3 and 4 standard letter to be sent on current letterhead requesting voluntary contribution.
 - 3.2 Departments organising ‘one-off’ additional activities must request a separate additional voluntary contribution via a letter approved by a member of the Senior Leadership Group (SLG).
4. Lettings charges:

See separate policy 4.4.
5. Remissions:

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will remit in full the cost of board and lodging for any residential activity that the school organises for the pupil, if the activity is deemed to take place within the school term or where it forms part of the syllabus of the National Curriculum.
6. Policy promotion and review

This policy will be available on the school web-site and reviewed every 3 years by the Finance & Premises Committee of the Governing Body.

Appendix 1

Lower phase (Part time)

Autumn Term 2013

Dear Parents/Carers

During the course of this year, various educational activities will be organised in the department in order to provide an enriched curriculum for all pupils. We need, therefore, to ask parents/carers to make a contribution towards the costs of these activities if they are to take place.

It is important to note that such contributions are purely voluntary and non-payment will not affect your son/daughters' involvement in the activities. Nevertheless, it is also important to note that if sufficient funds are not available, then some activities may cease. As the activities are considered of high educational value, it is hoped that they will be supported and that contributions will ensure their success.

The school would not wish any family to suffer hardship as a consequence of such contribution and will understand non-payment in these circumstances. Again, let us emphasise that individual pupil involvement will not be questioned.

Requested voluntary contribution per week: 75p x 14 weeks

Total for the term: £10.50

It would be most helpful if the amount could be sent into school in an envelope clearly marked with your son/daughters' name and class. If sending the amount in weekly, please do so on a Tuesday morning to keep it separate from Mondays dinner money.

Yours sincerely

Amanda Rizzo
Headteacher.

Appendix 2

Primary Department (Full time)

Autumn Term 2013

Dear Parents/Carers

During the course of this year, various educational activities will be organised in the department in order to provide an enriched curriculum for all pupils. We need, therefore, to ask parents/carers to make a contribution towards the costs of these activities if they are to take place.

It is important to note that such contributions are purely voluntary and non-payment will not affect your son/daughters' involvement in the activities. Nevertheless, it is also important to note that if sufficient funds are not available, then some activities may cease. As the activities are considered of high educational value, it is hoped that they will be supported and that contributions will ensure their success.

The school would not wish any family to suffer hardship as a consequence of such contribution and will understand non-payment in these circumstances. Again, let us emphasise that individual pupil involvement will not be questioned.

Requested voluntary contribution per week: £1.50 x 14 weeks

Total for the term: £21.00

It would be most helpful if the amount could be sent into school in an envelope clearly marked with your son/daughters' name and class. If sending the amount in weekly, please do so on a Tuesday morning to keep it separate from Mondays dinner money.

Yours sincerely

Amanda Rizzo
Head teacher

Appendix 3

Senior Phase

Autumn Term 2013

Dear Parents/Carers

During the course of this year, various educational activities will be organised in the department in order to provide an enriched curriculum for all pupils. We need, therefore, to ask parents/carers to make a contribution towards the costs of these activities if they are to take place.

It is important to note that such contributions are purely voluntary and non-payment will not affect your son/daughters' involvement in the activities. Nevertheless, it is also important to note that if sufficient funds are not available, then some activities may cease.

The activities on offer promote access to a range of life and living skills and may include swimming, shopping for cookery ingredients, Horseriding, using public transport, magazines for leisure time and Newnham Track. As the activities are considered of high educational value, it is hoped that they will be supported and that contributions will ensure their success.

The school would not wish any family to suffer hardship as a consequence of such contribution and will understand non-payment in these circumstances. Again, let us emphasise that individual pupil involvement will not be questioned.

Requested voluntary contribution per week: £2.50 x 14

Total for the term: £35.00

It would be most helpful if the amount could be sent into school in an envelope clearly marked with your son/daughters' name and class. If sending the amount in weekly, please do so on a Tuesday morning to keep it separate from Monday's dinner money.

Yours sincerely

Amanda Rizzo
Head teacher

Appendix 4

FE Phase

Autumn Term 2013

Dear Parents/Carers

During the course of this year, various education activities will be organised in the department in order to provide an enriched curriculum for all pupils. We need, therefore, to ask parents/carers to make a contribution towards the costs of these activities if they are to take place.

It is important to note that such contributions are purely voluntary and non-payment will not affect your son/daughters' involvement in the activities. Nevertheless, it is also important to note that if sufficient funds are not available, then some activities may cease.

These activities enrich and extend our curriculum to promote life and living skills and may include swimming in public pools, gym, riding and other sports activities and resources such as magazines, newspapers, equipment for gardening and creative activities. As the activities are considered of high educational value, it is hoped that they will be supported and that contributions will ensure their success.

The school would not wish any family to suffer hardship as a consequence of such contribution and will understand non-payment in these circumstances. Again, let us emphasise that individual pupil involvement will not be questioned.

Requested voluntary contribution per week: £3.00 x 14 weeks

Total for the term: £42.00

It would be most helpful if the amount could be sent into school in an envelope clearly marked with your son/daughters' name and class. If sending the amount in weekly, please do so on a Tuesday morning to keep it separate from Monday's dinner money.

Yours sincerely

Amanda Rizzo
Head teacher