



Charging & Remissions Policy

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By: Chair of Resources and Premises Committee

Signed by: _____ Chair of R&P Date: _____

MOSS HALL JUNIOR SCHOOL

1988 EDUCATION REFORM ACT CHARGING FOR SCHOOL ACTIVITIES

CHARGING POLICY FOR MOSS HALL JUNIOR SCHOOL

School trips are an important part of the curriculum at Moss Hall and staff are prepared to organise and run school trips for the benefit of the children. Some of these trips are in school time and others outside the school day. The Governors have always been very happy to support such activities and very much hope they will continue in the future.

In formulating this policy, the Governing Body has outlined areas below covered by the Policy of the Local Authority, together with other areas where the need for charging exists under the terms of the legislation.

1. The Local Authority accepts that in Barnet, there has always been a tradition of schools organising trips for pupils, but decisions as to whether or not such trips are organised are left to the Headteacher and Governors.
2. A charge will be made for the cost of board and lodging on all residential trips both in and out of school.
3. It should not be the case that a child should not be able to attend an educational visit or residential due to hardship. The school where possible will fund this.
4. It is clear that most of the valuable educational visits (such as visits to museums, theatres and galleries) will fall within the scope of the Act and will be not chargeable. Therefore the Headteacher and Governing Body have resolved that all parents will be invited to make a voluntary contribution, to include all travel and other costs, to cover the costs of such visits. If there is insufficient parental contribution to trips, the Headteacher or Educational Visits Coordinator may cancel a planned trip.
5. There will be a charge for music tuition within school hours, except where a class teacher teaches a group.
6. A voluntary contribution will be requested to cover the costs where ingredients or materials (not supplied by parents) are required for areas of the curriculum where it is anticipated they will be used to make an end product to be taken home or consumed by the pupil in the school.
7. All parents are invited to make a voluntary contribution to the cost of swimming lessons.
8. Wilful damage, or loss of school property by pupils is chargeable under the Act. The school will recover the cost of repair or replacement of the damaged or lost property from parents or offending pupils.

9. Charges will be made to cover the cost of all education outside normal school hours, except where:

- it is provided to fulfil the statutory duties relating to the national curriculum
- it fulfils statutory duties relating to religious education

10. Charges can be levied for certain 'Optional Extras' out of school hours and where applicable, the Governing Body will levy appropriate charges on parents and carers for such items as

- Pupils' travel costs
- Pupils' board and lodging
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- Teaching staff costs, including board and lodging, where staff are specifically engaged for the purpose of providing the chargeable activity
- Extra-curricular clubs

Throughout the policy document, reference is made to charging, voluntary contributions, recovery of monies and remittances. The administration, collection and recording of such monies will be undertaken by the school Admin Team following the guidelines set by the Borough Auditor.

The Charging Policy may be revised at any time by the Governing Body within the framework of the 1988 Education Reform Act.