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The Jane Lane School

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A College for Cognition & Learning

# CHARGING & REMISSIONS POLICY

Glen Bradbury  
**School Finance Officer**  
**June 2015**

## **1 INTRODUCTION**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

This Policy has been written to encompass the Freedom of Information Act. A Freedom of Information Policy is available from Glen Bradbury in the Finance Office.

## **2 DEFINITION**

The school day is defined as: 8:50am to 3:25pm. The midday break (12:30-1:25pm) does not form part of the school day.

## **3 RESPONSIBILITIES**

The Head Teacher will ensure that staff are familiar with, and correctly apply the policy. This Policy will be reviewed on an annual basis by the Governing Body.

## **4 POLICY STATEMENT**

During the school day all activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the School and the activity. It includes charges made for teaching an individual pupil or groups of pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example field trips.

In these circumstances no pupil will be prevented from participating because their parent/s cannot or will not make a contribution. If insufficient funds are available it may be necessary to reduce or cancel activities.

## **5 OPTIONAL ACTIVITIES**

We will charge for optional, extra activities provided outside of the school day for example, a theatre visit. Such activities are not part of the National Curriculum or Religious Education nor are they part of an examination syllabus.

External practitioners may teach on the school premises and charge on an optional and private basis. This will be covered by the provider's own specific charging policy.

## **6 RESIDENTIALS**

Charges will be made for board and lodging as well as the use of specialist facilities and staff. Costs will be subsidised for pupils whose parent/s are in receipt of eligible benefits. If parent/s are experiencing financial difficulty, they can speak, in confidence, to the Head Teacher.

## **7 LETTINGS CHARGES**

The School Finance Officer is responsible for raising invoices for lettings as and when required.

## 8 CALCULATING CHARGES

### 1. Educational Visits

When charges are made for educational visits, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. Wherever possible, The Jane Lane will subsidise costs. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through the Jane Lane School Fund. If a child is absent on the day of the educational visit due to illness, then school will refund parent/s any costs that are payable on the day; such as entrance fees.

The principles of best value will be applied when planning activities that incur costs to the School and / or charges to parents.

### 2. After School Clubs

Charges may be made for participation in after school clubs. This is based on the cost of external coaches / specialist practitioners as well as the cost of resources. A minimum charge may be made (eg 50p per session) for other clubs to contribute towards the cost of resources and after school provision generally.

## 9 ELIGIBLE BENEFITS

- Income Support
- Free School Meals
- Income-based Jobseeker's Allowance
- Support under part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit

This document has been officially adopted by the Finance Sub-Committee of

The Jane Lane School on \_\_\_\_\_  
(Date)

Signed \_\_\_\_\_  
(Chair of Finance Sub-Committee)

Signed \_\_\_\_\_  
(Chair of Governors)

Date of next review: April 2016