Godalming Junior School

CHARGING AND REMISSIONS POLICY

This policy was reviewed: Autumn 2024
This policy will be reviewed next: Autumn 2025
This policy will be reviewed by: The Resources Committee

i. Voluntary Contributions

The Governors will seek voluntary contributions for the benefit of the school or in support of any activity, whether during or outside school hours, residential or non-residential to cover, for example, the cost of travel, swimming tuition fees, entrance fees or insurance. It will be made clear that such contributions will be genuinely voluntary and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request. Parents claiming the following benefits will be invited to speak to the Headteacher or Home School Link Worker in confidence regarding the voluntary contribution:

- Income Support

- Income-based Jobseeker's Allowance

- Income-related Employment and Support Allowance

- Support under part VI of the Immigration and Asylum Act 1999

- The guaranteed element of Pension Credit

- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190

- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The Governors or Headteacher will also make clear to parents at the outset if any activity cannot be funded without voluntary contributions and at the same time, it will be made equally clear that the activity will not take place if parents are reluctant to support it. At the Headteacher's discretion, the school will remit the appropriate contributions if the activity does not take place.

There is no limit to the level of voluntary contribution, which parents or others can make to school activities, nor is any restriction placed upon the use, which can be made of such contributions. If anyone is genuinely unable to contribute towards the cost of an activity, they may indicate so in confidence to the Headteacher. The Governors will do all in their power to assist in these cases.

ii. **Charging for Activities during School Time**
The cost of ingredients, materials etc. needed for practical subjects such as Food Technology or Art is budgeted for and may be borne by the school. Parents, who are willing to contribute, will be invited to do so on a voluntary basis. The school may charge for or require the supply of ingredients or materials if parents have indicated in advance a wish to own the finished product, if there is one. The school will obtain written confirmation from parents that they wish to supply or pay for materials on this basis. Pupils will not be treated differently according to whether or not materials are being provided by their parents.

iii. **Board and Lodging on Residential Visits**
For a visit or activity arranged for Godalming Junior School pupils on behalf of the Governing Body, which requires pupils to spend one or more nights away from their usual overnight accommodation, it is the policy of the Governors to charge the actual cost of providing board and lodging to each participating pupil. The Governors will observe the statutory requirement to remit charges for board and lodging in the case of pupils, whose parents are in receipt of the benefits, previously referred to, where the activity is deemed to take place in school hours.

iv. **Breakages**
The school reserves the right to ask parents to pay for the cost of replacing any item, such as a broken window or defaced, damaged or lost textbooks where this is a result of a pupil's behaviour.