



**Gilmour Junior School**  
**Charging Policy**

Overview:

The education we provide wholly or mainly during school hours will be free but on some occasions a 'voluntary' contribution towards the cost of an activity may be requested by the school. This policy sets out the principles upon which the school will operate charges and remissions

Objectives:

- To make clear what will be provided without charge and what will be offered with a charge being made.
- To clarify what is meant by any request for voluntary contributions.

Strategies:

- No charge will be made for admitting pupils to school
- Transport or admission costs for swimming lessons during school hours will be met by the school.
- Activities offered in normal school time should be available to all pupils regardless of the parent's ability or willingness to help meet the cost. Children entitled to Free School Meals and children designated as Looked After will have costs covered as part of pupil premium. (This refers to educational visits, residential trips not including Skiing, France etc.)
- The school will endeavour to, where there is a shortfall which may prevent a visit taking place, access the Ward Hardship Fund. This may not always be available to the school.
- The school may request voluntary contributions towards the cost of some activities planned during school hours.
- Pupils will not be treated differently according to whether or not their parents have made any contribution in response to a request.
- Where there are insufficient voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.
- On residential trips that take place wholly, or mainly, during school hours the school will charge for the cost of board and lodging at the actual cost of the provision.
- Families in receipt of Free School Meals will not be charged for after school clubs, school visits, one Music at Gilmour activity.
- Where music tuition or singing tuition is extra curricula charges may be made. For example, Music at Gilmour. Children entitled to Free School Meals and designated as Looked After will have the cost of one instrumental tuition per term met as part of Pupil Premium.

Outcomes:

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the Local Authority and that it will meet the requirements of the law.

Reviewed by the Governing body:

Date of next review:

Other charges:

Breakfast club: Breakfast Club fees are collected weekly or termly in advance by cash or cheque. Fees are £3.00 per day or £15.00 per full week. Children can be excluded from Gilmour Breakfast Club at any time when fees are unpaid after reminders. Fees are the responsibility of the person who has signed the Registration Form or who has parental responsibility for the child. If parents/carers do not wish their child to attend a session, they must notify Gilmour Breakfast Club at least two full working weeks in advance. Failure to do so will incur payment in full, whether sessions were attended or not.

In the event of the Breakfast Club's closure due to severe weather, fees will be waived.

Private Photocopying/Telephone Calls

The Governors have agreed a charge will be levied for private photocopying and telephone calls. These will be subject to VAT regulations. These charges will be reviewed annually.

Lost School Equipment, Books etc.

Parents/carers will be expected to replace or pay for the cost of lost items of school property.

Income from Sales – Non-Profit Making

Some goods may be purchased through the school for the convenience of parents and pupils. The school will not seek to make a profit from these sales. Goods in this category could include uniform, book bags, etc. (Where the sale of an item attracts Value Added Tax which the school is able to claim back. The school will sell the item at net price applying the formula net price divided by 120 multiplied by 100 to calculate the VAT charged to parents)

Income from Sales – Profit Making

Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, Parents Association or other charity. Goods in this category could include school photographs, etc., which may be subject to VAT.

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donation will be used.

Income from Lettings

The Resources Committee will review and set charges made for use of school premises.

Remission

It is the practice to:

- Look at individual cases
- Agree how to fund shortfalls for activities.

If the full cost towards any of the optional activities is not available from voluntary contributions, then it will be at the Headteacher's discretion to further subsidise the cost from other sources, including school funds, to enable the activity to take place.

If the amount of the subsidy required (other than voluntary contributions) is too great, then the activity may be cancelled.

Summary details of any remissions will be reported to the Resource Committee.

Adopted: March 2020

Review: March 2022