

Queen Eleanor's Church of England Junior School
An Academy in the Good Shepherd Trust
Queen Eleanor's Road, Onslow Village,
Guildford, GU2 7SD



Charging and Remissions Policy

Date	Review Date	Responsible Body
08/09/2022	September 2025	Local Committee

Statement of Policy

Queen Eleanor's C of E Junior School aims to offer pupils a wide variety of opportunities and experiences.

We will:

- ensure that education in school is free
- ensure that activities offered wholly or mainly during normal school teaching time are available to all pupils regardless of ability or willingness to help meet the cost of these activities

We have:

- discretion to charge for optional activities provided wholly or mainly out of school hours
- the right to invite voluntary contributions for the benefit of the school, or in support of activities organised by the school, whether during or outside school hours.
- the right to cancel the activity if insufficient contributions are received.

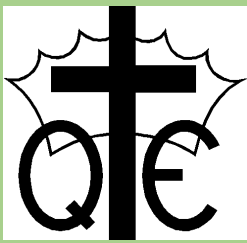
This policy sets out the circumstances in which charges may be levied or voluntary contributions sought.

Day Trips

1. Optional trips wholly or mainly outside school hours will be charged at full cost.
2. Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation. If insufficient funding is received, the school reserves the right to cancel the trip.
3. The amount requested will represent the actual cost of providing the trip, spread equally between the number of pupils participating. No profit will be made.
4. Once a trip has been paid for, there will be no reimbursement for absentees on the day.
5. Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected. Any shortfall is to be met from the School Fund or third party charitable funding, e.g. Poyle.
6. Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the contribution for individual children who would be unable to participate because of financial hardship.
7. Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Experiences offered in School

1. The cost of providing enhanced learning experiences within school is to be met by a voluntary contribution sought from parents of children who will benefit. The school reserves the right to cancel the activity if insufficient contributions are received.



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2. The amount requested will represent the actual cost of providing the enhancement, spread equally between the number of children who will benefit. No profit will be made.
3. Voluntary contributions may also be sought towards the cost of ingredients, materials and equipment.
4. Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.
5. No child is to be prevented from participating because a voluntary contribution has not been received.
6. Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Residential Trips

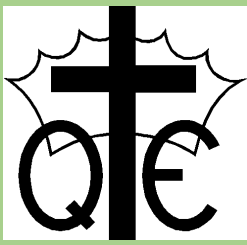
1. Parents will be charged the cost of travel , entry fees , office administration, board and lodging on residential trips. The charge must not exceed the actual cost.
2. Parents who request and can prove they meet free school meals eligibility criteria will be exempt from paying the cost of board and lodging on residential trips.
2. The amount requested will represent the actual cost, spread equally between the number of children taking part. No profit will be made. The school reserves the right to cancel the trip if insufficient contributions are received.
3. An initial deposit is requested for residential trips with the remaining balance payable in instalments. The initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required. If additional costs have been incurred in respect of the trip for the child who is no longer able to attend the trip, this element will not be refunded as per payment schedule and joining letter.
4. Where sponsorship or donations have been received towards the cost of the trip, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
5. Children will be treated equally regardless of the payment made by their parents.

Music Tuition

1. Charges will be made for vocal or instrumental tuition provided either individually, or to groups of any size, at the request of the pupil's parent.
2. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Swimming

Swimming lessons take place onsite/offsite (Sports Centre) in school time and are part of the National Curriculum. We ask for voluntary contributions towards the upkeep of the school swimming pool or charges will be made for offsite lessons.



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Optional extras e.g. Activity Clubs (football, gardening etc.)

Charges may be made for some activities that are known as "optional extras". The charge for optional extras will be established with reference to the most up to date DFE "Charging for school activities" guidance.

1. The school aims to provide a variety of clubs, and the school will charge for clubs outside of normal school hours that are not part of the National Curriculum.
2. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges, prior to attendance at the activity. Parental agreement must be established prior to a child attending such an activity. The charge may include some or all of the following costs: materials, books, equipment, non-teaching staff, teachers engaged purely to provide the optional extra, an element to cover the cost of buildings and accommodation.
3. There will be no reimbursement for pupil absence, unless in exceptional circumstances, as agreed by the HT / TBM
4. There will be no reimbursement, after the payment date, for club booking cancellations unless the space can be filled by another child on the waiting list.

Damage/Loss to school property and resources

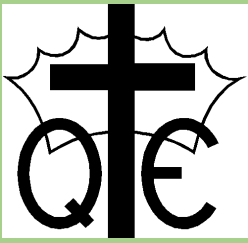
Where it can be proved that a child or group of children have caused damage/ or loss to school property or resources, a charge may be made to parents in order to replace or mend the damage that has been caused e.g. set fee for replacement of lost library books.

Contribution to the School Fund

1. The school fund exists to enhance the learning experiences of the children at Queen Eleanor's Junior School. It could be used to provide, for example, visits from theatre companies, visiting authors or curriculum related workshops.
2. The school reserves the right to ask for parental voluntary contributions to support the school fund.
3. All pupils will be treated equally regardless of whether the school receives parental contributions.

Extended Services Provision (e.g. Before School Club)

1. Charges are set to cover all operational and capital costs associated with the running of each Club and will be reviewed regularly.
2. There will be no reimbursement for pupil absence, unless in exceptional circumstances, as agreed by the HT or TBM



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