



**CASTLEFORD
PARK JUNIOR ACADEMY**

Charging and Remissions Policy

**Castleford Park Junior Academy
Sept 2016**

Review Date : Sept 2018

Charging Policy

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

School Trips

- Day Trips. Parents may make a voluntary contribution for day trips that take place during school hours or are part of the curriculum. Where there are not enough voluntary contributions to make the activity/trip possible, then it may be cancelled.

Residential trips

- Non-essential. For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied up to the full cost of the trip including contingency and school administrative costs.
- School trips are funded through parents making a voluntary contribution. Cash and Cheques are accepted at the school office. The school office operate a payment plan for trips that are at a high cost. eg. Residential

Materials & Textbooks

- Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Activities Outside School Hours

- No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
- For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the

charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

- A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Voluntary Contributions

- Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip which may include specific costs in relation to pupils with special needs. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

Other charges

- The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

Remissions Policy

- The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Catering

- School Meals are charged at £2 per day from September 2014. Cash and Cheques are accepted at the school office. Cheques should be made payable to "Castleford Park Junior Academy". Payments should be made on a Monday and can be paid weekly or half termly. Change will not be given on a weekly basis.

School Uniform

- School uniforms are purchased from a designated shop.

Updated September 16

Signed



Date: Sept 2016

Miss K. Law Headteacher

Signed



Date: Sept 2016

Mrs S. Churm Chair of Governors

Signed



Date: Sept 2016

Ms A. Clarke School Business Manager