

PARKGATE JUNIOR SCHOOL



Charging Policy

Date: Autumn 2025

Review Date: Autumn 2027

Co-ordinator: Sarah Pipe

Person Responsible: Resource Committee/Headteacher

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a pupil's education.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of Parkgate Junior School, and as additional optional activities.

Charging

The Governing Body will make a charge for each pupil for the activities organised by the school in the following circumstances:

- The full cost of activities, including board and lodging for residential activities, deemed to be optional extras taking place outside school hours.
- The cost of materials, ingredients or equipment for certain aspects of the curriculum if the parents have indicated in advance that they wish to own the finished product.

At their discretion a charge may be made for replacement of any item of school property that is lost or damaged.

The Governing Body may, from time to time, amend the categories of activities for which a charge may be made.

Nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing additional activities for the pupils.

Refunds will be given at the discretion of the Head Teacher, after any non-returnable deposit has been deducted. For sums over £100, the Finance Committee will be consulted.

Remissions

In circumstances of family hardship that make it difficult for pupils to take part in particular activities for which a charge is made the school will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher.

Children whose parents are in receipt of the following support payments are entitled to remission of the charges for board and lodging during residential school trips.

- Income Support
- income-related Employment and Support Allowance
- Income-based Jobseekers' Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income, assessed by the Inland Revenue, does not exceed £16,190
- the guaranteed element of State Pension Credit
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – with annual earned income of no more than £7,400 after tax and not including any benefits

Pupil Premium

The pupil premium will be used to help families who qualify for trips and clubs using the following guidelines:

- Children in care will not be charged for any trips or clubs
- Residential trips will be charged at the cost of the non-refundable deposit
- Swimming and trips that take place during the school day will be free
- Clubs that take place during school hours will be free
- Before and after school clubs run by outside agencies will be at the head teachers discretion.
- At the Head Teacher's discretion, the school may subsidise trips where parents are suffering from hardship.

Voluntary Contributions

For all other activities, voluntary contributions will be sought from the parents or guardians of those students attending. In certain circumstances, the cost of activities may also be supported through specific fund raising activities.

Where an activity makes an unexpected surplus the school will consider making a refund. In accordance with the guidance set out within the HCC Financial Handbook for Schools', Parkgate Junior School will make a refund where the surplus is either:

- 5% or more of the total cost per person, or
- £5 or more per person

Surpluses will be reimbursed in 'round amounts' only, e.g. £3 not £3.29.

Where a refund is offered, the accompanying letter will indicate that 'a surplus of £x has been made and that if the parent / guardian would like to take advantage of it they should contact the office by a date 'x' weeks in advance. If the school is not contacted by that date it will assume that the refund has been donated to school funds.' All refunds will be made via BACS to maintain a clear audit trail. Refunds donated to the school will be transferred to an appropriate budget heading, following approval from the Head Teacher.

Cancellation

When a school event has to be cancelled, refunds will be given after any non-returnable deposits have been deducted, if applicable.

Change from Parental Payments

In respect of over-payments by parents for school activities and trips, any amount under £1.00 will not be returned to parents due to the difficulty the school office has in acquiring small change, which in turn can delay the school banking. These over-payments will be allocated to the PGL Fundraising.

Parents will be informed of this policy when their child first enters Parkgate Junior School then 2 yearly, in line with the Charging Policy review dates.

Online Payment System

Parkgate Junior School now has an online payment system with Arbor which enables parents to make payments for school trips etc using a credit card, debit card. Parents can also pay by bank transfer.

Signed:

Date: