



Jigsaw CABAS® School – fulfilling potential

## **JIGSAW CABAS® SCHOOL**

# **CHARGING AND REMISSIONS POLICY**

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## **1 THE POLICY**

### **1.1 RATIONALE**

The Jigsaw School aims to provide a broad, balanced curriculum for all pupils on roll. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions in whole or part from parents. Without that financial support, the School would find it impossible to maintain the quality and breadth of educational experiences provided for the pupils.

### **1.2 CHARGING POLICY**

This charging policy informs staff and parents about charging for school activities which take place during or outside of school hours, including residential activities.

This policy conforms to the Law for School Governors – Edition March 2009.

In accordance with these guidelines:

- The School will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school except where parents have indicated in advance their wish to purchase the product.
- During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take the learners between the school and the activity. However, it excludes charges made for teaching an individual learner or groups of learners to play a musical instrument.
- The School will not charge for any activities which take place in school hours, but may invite parents to make voluntary contributions (*see Appendix A for voluntary contribution form*) to enable school funds to go further. All requests to parents must make it quite clear that the contributions would be voluntary. Children and young people of parents who do not contribute will not be treated any differently from those who do make contributions. For all pupils except those in 6<sup>th</sup> Form parents are invited to make a voluntary contribution towards the cost of activities and visits such as swimming, horse riding, wall climbing, trampolining, planet soccer, athletics, one-off visits and activities i.e. visits to museums, cinema, bowling; and theatre/drama productions. Due to the increased focus on community visits in the 6<sup>th</sup> Form, parents are invited to make a regular half-termly voluntary contribution alongside voluntary contributions for one-off activities and visits.
- The School will have the right to cancel the activity if there are insufficient voluntary contributions to make the activity possible.
- When charges are made for any activity they will be based on the actual costs incurred. There will be no levy on those who can pay to support those who can't or won't. No learner may be left out of an activity because his or her parents cannot, or will not, make a contribution of any kind. Support for cases of hardship will come through voluntary contributions and fundraising.



- The School will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education. However, any charge made will be restricted to covering the cost of providing the activity.
- The School will charge for board and lodgings on residential trips. Charges may be waived or reduced for children whose parents experiencing financial difficulties and make an application to the Director of Education.

This policy will be reviewed periodically by the School Management and Governors and may be amended if appropriate. Any eventuality not covered for by this policy will be considered by the Director of Education and Governors and a decision made in line with the LA Policy on Charging.

### **1.3 EXTERNAL GUIDANCE & REQUIREMENTS**

#### **1.3.1 Legislative Requirements**

- Sections 449-462 of the Education Act 1996
- The Education (Charges for Early Years Provision) Regulations 2012
- School Admissions Code 2012
- The Charges for Music Tuition (England) Regulations 2007
- Section 22(1) of the Children Act 1989

#### **1.3.2 Other Requirements**



## 2 APPENDICES

### Appendix A – Parental Voluntary Contribution form

#### 2.1 RELATED DOCUMENTS

Document	Hard Copy Location	Electronic Copy Location
<i>Charging for school activities - Departmental advice for governing bodies, school leaders, school staff and local authorities. October 2014</i>		Department for Education website
<i>Surrey County Council guidelines for educational visits</i>		<a href="https://new.surreycc.gov.uk/_data/assets/pdf_file/0016/11455/SCC-Guidelines-for-Ed-Visits-and-OE-Activities.pdf">https://new.surreycc.gov.uk/_data/assets/pdf_file/0016/11455/SCC-Guidelines-for-Ed-Visits-and-OE-Activities.pdf</a> and Jigsaw server under o-drive/policies and procedures/charging and remission policy

#### 2.2 GLOSSARY OF TERMS

Term	Definition



### **3 INTERIM AMENDMENTS**

**Section/Page**

**Amendment**

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