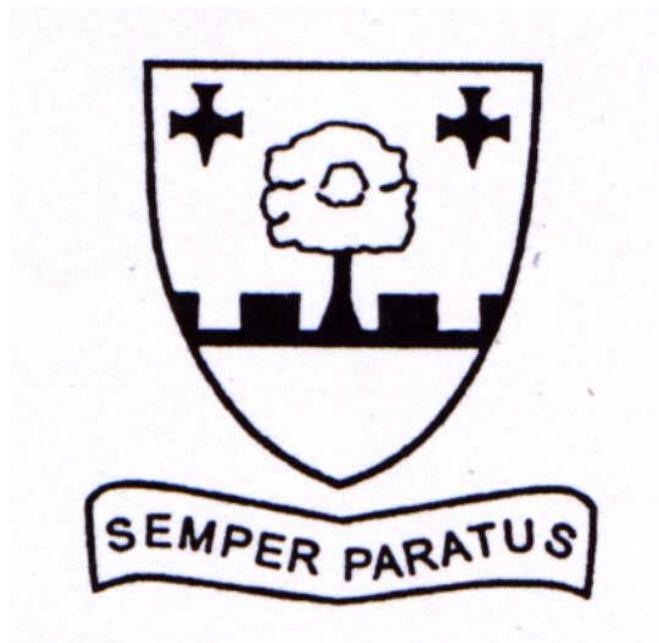


ELMWOOD JUNIOR SCHOOL



CHARGING POLICY

Approved by: Finance

Date: 12.10.22

Approved by: FGB

Date: 30.11.22

Next review: Autumn 23

Signed on behalf of FGB:

Date: 30.11.22

Issue 9

CHARGING POLICY

INTRODUCTION

The Education Act 1996, Sections 449 – 462, sets out the law on charging and remission for school activities and visits. This policy will be reviewed annually by the Governing Body Finance Committee and may be amended if appropriate. The Head Teacher and Governing Body will consider any eventuality not covered for by this policy, and a decision will be made in line with the Legal Framework covered by the Education Act 1996.

Elmwood Junior School aims to provide a broad, balanced curriculum for all pupils within our care. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential trips, make towards our pupils' education. The School aims to provide such activities as part of the broad and balanced curriculum that they offer, but many of these educationally valuable activities have been, and will continue to be, dependent on voluntary financial contributions in whole or part from parents/carers. Without that financial support, the School would find it impossible to maintain the quality and breadth of educational experiences provided for the pupils.

It is important that no child should be excluded from any activity because their parent/carer is unwilling or unable to pay. If the activity cannot be funded without voluntary contributions the School will make this clear from the outset. If insufficient voluntary contributions are raised, or the School cannot fund it from some other source then it will be cancelled. Pupils at the School will not be treated differently according to whether or not their parents/carers have made a voluntary contribution.

Elmwood Junior School is a Rights Respecting School. Children are aware of their rights as defined in the United Nations Convention on the Rights of the Child. This policy specifically seeks to uphold:

- Article 28 (right to education) - Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.
- Article 29 (goals of education) - Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Damages to or Loss of School Property

If a pupil or parent/carer carelessly, wilfully or negligently causes damage to school equipment, materials or premises or loses any school property, the School may ask parents to pay for or make a contribution to the cost of repair or replacement of school property. The School also reserves the right to charge the full cost of any school property that is not returned at the end of the course.

See appendix 1 – Home loan agreement ICT

Equipment and Materials

No charge is made for materials and equipment. However, where parents would like to possess the finished article, the School reserves the right to make a small charge for any materials used.

Instrumental and Vocal Music Tuition

Teachers from the Peripatetic Music Service provide various instrumental tuition lessons during the school day and parents are requested to cover the full costs of these lessons.

It is the School's intention to make no charge for Steel Band, other orchestral tuition or any vocal tuition. A small charge is made for the loan of orchestral instruments to cover insurance costs and repairs.

Outside Organisations

Educational trips or activities may be offered to pupils by other organisations. If the activity is during school hours the pupils (and any teaching staff involved) will need leave of absence from the School. If such leave of absence is granted by the Head Teacher or the Governing Body, the outside organisation will charge the parents directly for any service provided.

School Meals

For charges relating to School Meals reference should be made to the School Meals Payment Policy.

Day and Part Day Educational Visits

For visits occurring during school time the Head Teacher will invite a voluntary contribution from parents to meet the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved the visit or activity may be cancelled.

If no charge is to be made and the number of places available for a particular activity is limited, the school will decide which pupils should be given the opportunity to participate without reference to parents' willingness or ability to make a voluntary contribution towards the cost.

Residential Visits Outside School Time

Parents/Carers will be charged for the full cost of the visit. Participation in these visits is on the basis of parental/carers choice and a willingness to meet the charges. Parental/Carers agreement is therefore necessary for the provision of such visits. Charges may be waived or reduced for children whose parents/carers make an application to the Head Teacher. Parents/Carers whose children are in receipt of, or eligible for, free school meals may not be charged for board and lodging. They may, however, be invited to make a voluntary contribution for this.

Any charge made to parents/carers by the School may be remitted, either wholly or in part, on the grounds that payment by the parents/carers would cause them particular and undue hardship having regard to their financial circumstances and to the educational value to the pupil of the activity concerned. The discretion to grant such assistance will be exercised by the Head Teacher or other senior staff.

Data Protection

Elmwood Junior School will collect and process all personal data and sensitive personal data in accordance with the legal obligations as set out in the General Data Protection Regulations 2018. Please see the school's GDPR Data Protection Policy for further information.

We have carefully considered the impact of this policy on all particular characteristics as part of our ongoing process to ensure it is fair and does not prioritise or disadvantage any pupil. This is in line with the Equality Act 2010.

Chromebook - Home Loan Agreement

We are loaning you this Chromebook for the benefit of your child in supporting and developing their education. With this Chromebook your child will be able to build on and enhance their skills, knowledge and understanding.

1. The loan agreement exists between the school and the Named Person who has signed this loan agreement.

Pupil Name:	Pupil Class:
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Parent/Carer's Name & Address:

2. The following Chromebook will be loaned to the named person:

Chromebook Asset:

Chromebook Serial:

We will inform you of the dates by when or on which the Chromebook must be returned.

3. Should you move address from the location you have given us, it is essential that you inform your school at the earliest opportunity.

4. You will be issued with a Chromebook and power supply. These remain the property of **Elmwood Junior School**.

5. You must not install any software or equipment such as printers and scanners on your Chromebook. At no point must you open the Chromebook and make changes to the inner hardware. Please do not reset the Chromebook login password or add other accounts.

6. The Chromebook and the connectivity equipment should be for school use and must not be used for any other purpose. The equipment is solely for the use of the **Elmwood Junior School** pupil for the purpose of school related activities and should not be utilised by other members of the household or visitors.

7. All technical support and maintenance must go through **Elmwood Junior School**.

8. If your Chromebook is stolen you must immediately report it to the police and get a crime reference number. Immediately report this to us; we will make every effort to replace the Chromebook when we are able.

9. If your Chromebook is accidentally damaged, immediately contact us. **Additionally, you acknowledge that you are responsible for the reasonable costs requested by the school to repair or replace the equipment.**

Responsibilities you have to care for your Chromebook

10. You have a responsibility to take reasonable care to ensure the security of the Chromebook and connectivity equipment. The equipment must not be left unattended at any time when out of the house e.g. in a vehicle, in the garden.

11. You must not decorate or change the external face of the equipment provided in any way, including affixing stickers.

12. Reasonable health and safety precautions should be taken when using a Chromebook. The school is not responsible for any damage to person or property resulting from the Chromebook or equipment loaned.

13. The school is not responsible for any costs resulting from the use of the Chromebook and the connectivity equipment, including electricity, printer cartridges, paper or any cost occurring from an internet service not provided by the school.

I, the parent/carer, have read or had explained and understand the terms and conditions in the home loan agreement. I understand that by breaching the conditions the loan of the Chromebook may be withdrawn by the school.

Signed:

Date: