



**JFS School**  
The Mall, Kenton, Harrow, Middlesex, HA3 9TE.

## **JFS CHARGING POLICY**

*Reviewed in the Spring Term of 2018*

*Next due for review in the Spring Term 2021*

The Governing Body has adopted a charging policy for JFS in certain areas of activity, based on the provision of the Education Reform Act 1988 (the Act). Any charges so levied will be based on cost to the School. In addition, the following principles apply to voluntary contributions:

- JFS maintains the right of students to free school education and the activities offered wholly or mainly through the normal school day are available to all students free of charge.
- JFS seeks to enrich the curriculum for students generally by the introduction of extra optional activities outside the basic National Curriculum.
- JFS may therefore approach parents for voluntary contributions to support certain optional activities.
- In respect of such optional activities and voluntary contributions by parents, the Governors wish to make it clear that no students will be omitted from such activities if their parents are either unable or unwilling to help meet the costs of such activities.
- The Headteacher and Governors may remit some charges in part or in full as reasonable in particular individual circumstances.
- If the School does not receive the support of parents generally for such activities, it may not be possible to hold them.

### **APPLICATION OF VOLUNTARY CONTRIBUTIONS AND CHARGES**

#### **1 Materials and equipment**

Parents may be requested on a voluntary basis only to make a contribution towards the costs of materials, books, instruments or other equipment in areas of cost-intensive subjects such as Art and Technology. Such contributions would permit release of resources from the school budget for the enhancement of the curriculum generally.

#### **2 Transport**

No charges will be made for transport provided by the School between school premises. A student, however, going from home to vocational training must pay his or her own costs.

#### **3 Education partly during the School Day: Residential\***

Residential educational activities involving one or more nights away and which are deemed to take place during the school day will not be charged for other than on a voluntary basis. However the expense of board and lodging will be charged for at cost. Similar activities deemed to be outside the school day will be charged for.

- 4 Education partly during the School Day: Non Residential\***  
Non-residential educational activities which fall partly outside school hours (such as an excursion) will be charged for at cost where more than 50% of the time of the activity falls outside the school day.
- 5 Education outside the School Day\***  
Activities involving education outside of the school day and consisting of optional extras under the Act will be charged at cost. Participation will be on the basis of parental choice and a willingness to meet such charges as are made. Parents will therefore be given full information in advance and their approval required in writing.
- 6 Tuition in playing musical instruments**  
With the prior written agreement of parents, a charge will be made for individual students who receive tuition in playing musical instruments where such tuition falls outside the required syllabus for a public examination or as is required by the National Curriculum.
- 7 Charging in kind**  
The School may charge for or require the supply of ingredients and materials in subjects where articles are made or provided and parents have indicated in writing, in advance, a wish to own the finished product.
- 8 Recovery of wasted public examinations fees**  
If a student fails without good reason to complete the examination requirements for any public examination for which the governing body has paid an entry fee, such costs will be charged to parents regardless of whether the examination is prescribed by law.
- 9 Breakages and Fines**  
Parents may be asked to pay for the costs of replacing a broken window or other items, or for defaced, damaged or lost text books, exercise books and equipment where this is the result of a student's behaviour.
- 10 Remissions Policy**  
The Governing Body will consider remitting the costs of any charges where parents have made representations of particular financial hardship. Complete remission of board and lodging charges will be made to parents who receive Income Support, Family Credits, Universal Credit, Income Based Jobseekers Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (providing that Working Tax Credit is not also received and the family income does not exceed the limit set by HMRC, the guarantee element of State Pension Credit or an income related employment and support allowance introduced in October 2008.

#### **Times of the School Day:**

**MONDAY, WEDNESDAY, AND THURSDAY**

Day starts: 8.30 am  
 Day finishes: Year 7: 3.30 pm      Years 8 and 9: 3.40 pm      Rest of School: 3.45 pm  
 Lunch break: 12.35 - 1.35 pm

**TUESDAY**

Day starts: 8.40 am  
 Day finishes: Year 7: 3.30 pm      Years 8 and 9: 3.40 pm      Rest of School: 3.45 pm  
 Lunch break: 12.35 - 1.35 pm

**Friday Timetable:**

**Winter**

Day starts: 8.30 am  
 Day finishes: Year 7: 1.15 pm      Years 8 and 9: 1.25 pm      Rest of School: 1.30 pm  
 Lunch break: 10.55 am – 11.45 am

**Summer:**

Day starts: 8.30 am  
 Day finishes: Year 7: 2.05 pm      Years 8 and 9: 2.15 pm      Rest of School: 2.20 pm  
 Lunch break: 11.40 am – 12.25 pm

NOTES FOR TEACHING STAFF IN INTERPRETING THE  
JFS CHARGING POLICY

- 1 It is legal to charge **at cost**, for:
  - a. breakages eg Science Apparatus, broken windows
  - b. material which cannot be used again eg text books which have been annotated
  - c. lost/damaged exercise books (including Student Diary and Planner)
  - d. services provided **outside** the basic curriculum eg photocopying at students' request or providing project files at students' request
  - e. consumables the students wish to take home in subjects such as Food (including consumption of the finished product at School), Design and Technology, if agreed, in writing, in advance, by parents (See Appendix III and IV)
  - f. out of school time visits eg, evening visits
- 2 In all other cases we may only ask for a **voluntary parental contribution**. Such a request should state that an activity may not go ahead if sufficient funds are not realised but no student will be excluded if parents are unable or unwilling to pay. Proformas for this purpose have been prepared (see Appendix II). All costs **can be included** in the calculation of the voluntary contribution, **including** Supply Teachers and travel costs for accompanying teachers.
- 3 Whether for a charge or a voluntary contribution, the School expects to pay for free dinner children if they cannot afford to pay. This money comes from the School Fund and it should **not** be taken from departmental budgets.
- 4 It is the School's policy that staff be fully re-imbursed for reasonable and necessary expenses incurred as a result of a visit or other school activity.

**APPENDIX II**

**LETTER SEEKING VOLUNTARY CONTRIBUTIONS FOR A SCHOOL OUTING**

1 In the first instance, the letter should detail the nature and purpose of the outing, beginning with the sentence:

**A visit is being arranged to enrich the (subject's name) curriculum.**

2 Details of the following issues should be included in a separate paragraph:

- Date
- Location
- Class or Tutor Group
- Venue at which students should meet (starting point)
- Mode of travel
- Time of dismissal
- Venue from which students will travel home

3 The letter should, finally, contain the following text, **verbatim**:

**In order to cover the expenses of this visit we are requesting a voluntary contribution of £\_\_\_\_\_ from parents of students who will be involved.**

**If you are willing for your child to go on this visit, please complete the reply slip below and enclose it with your contribution. Cheques should be made payable to JFS. Please send the cheque in an envelope with the student's name, tutor group and name of the relevant subject teacher on it and return it as soon as possible, but no later than \_\_\_\_\_, to \_\_\_\_\_.**

**The Governors wish to make it clear that, in line with the School's Charging Policy, no student will be omitted from this activity if his/her parents are unable or unwilling to help meet the costs of the visit. Similarly, if the School does not receive the support of parents generally in this area, it may not be possible to hold the visit.**

**Yours sincerely**

**(Head of \_\_\_\_\_ Department)**

**REPLY SLIP**

I am willing for \_\_\_\_\_ of tutor group \_\_\_\_\_  
to go on the visit to \_\_\_\_\_ on \_\_\_\_\_  
and enclose my voluntary contribution of £\_\_\_\_\_

I understand the arrangements and accept my responsibilities as a parent that my son/daughter complies with them.

Signed (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX III**

**DRAFT LETTER SEEKING CONTRIBUTIONS FOR FINISHED PRODUCTS  
(TECHNOLOGY): FOOD**

Dear Parent

Your child has started a course in Technology. There are various practical's during this course in which the students will make an item which they may wish to eat in class or take home. For these lessons only, we will need to make a charge of £\_\_\_\_\_ per lesson, as a contribution to the cost of consumables and Kashrut.

Please complete the reply slip below.

Yours sincerely

Head of Technology

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**REPLY SLIP**

*Student's Name* \_\_\_\_\_ *Tutor Group* \_\_\_\_\_

I have received notification about the charges for practical work in Food Technology.

a. I agree that if my daughter/son wishes to own a product finished in the above lessons, I will meet the appropriate charge.

b. I shall liaise with my child's teacher if I am unable to meet the charge.

*Signed: (Parent/Guardian)* \_\_\_\_\_ *Date* \_\_\_\_\_

**APPENDIX IV**

**DRAFT LETTER SEEKING CONTRIBUTIONS FOR FINISHED PRODUCTS  
(TECHNOLOGY): CDT**

Dear Parent

Your child has started a course in Technology. There are various practical's during this course in which the students will make an item which they will take home. The details are given on the attached list. For these lessons only, we will need to make a charge of £ \_\_\_\_\_.

Please complete the reply slip below and enclose it with your contribution. Cheques should be made payable to JFS. Please send the cheque in an envelope with the student's name and tutor group on it and return it as soon as possible, but no later than \_\_\_\_\_, to \_\_\_\_\_.

Yours sincerely

i/c CDT

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**REPLY SLIP**

*Student's Name* \_\_\_\_\_ *Tutor Group* \_\_\_\_\_

I have received notification about the charges for practical work in Technology.

a. I agree that if my daughter/son wishes to own a product finished in the above lessons, I will meet the appropriate charge.

b. I shall liaise with my child's teacher if I am unable to meet the charge.

c. I enclose the sum of £ \_\_\_\_\_ in relation to the \_\_\_\_\_ Course for the student named above.

*Signed: (Parent/Guardian)* \_\_\_\_\_ *Date* \_\_\_\_\_