



JFS School
The Mall Kenton Harrow HA3 9TE

JFS CHARGING POLICY

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.
- 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 either individual students or groups of up to four 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 will 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:			
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 - 1.15 pm			
*Winter Friday Timetable:			
Day starts: 8.30 am	Day finishes: Year 7: 1.10 pm	Years 8 and 9: 1.20 pm	Rest of School: 1.30 pm
Lunch break: 11.35 am - 12.30 pm			

Approved by the Finance and Premises Committee of the Governors

Signed 
CHAIRMAN

Date 30/06/2014

Approved by the Governing Body

Signed 
CHAIRMAN

Date 16/07/2014

JULY 2014

**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), CDT and Textiles, 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 can not 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.