



## **BALFOUR JUNIOR ACADEMY**

### Charging and remissions policy

1. All trips and visit should be self-financing but the costing of any trip will be calculated on a “no profit” basis.
2. Assistance may be given in cases of hardship from school funds. Requests should be directed, in confidence, to the Headteacher.
3. Charges may be made as allowed by the Education Reform Act 1988.
4. Voluntary contributions will be sought from parents to facilitate educational, residential and day visits which are vital in maintaining the breadth and quality of the curriculum.
5. No pupil will be excluded from a visit because parents are unable or unwilling to pay. In asking for voluntary contributions, the school will make it clear that if insufficient voluntary contributions are received then the visit or activity will be cancelled.
6. Parents should be made aware that once a residential visit is planned and a place booked with a deposit, the full charge will be required to be paid unless the place can be re-allocated to a pupil paying in full.
7. The school uniform will be kept to clothing/colours that can easily be purchased in local shops. Where the school sells uniform and related items (e.g. badges, book bags) this will be on a cost recovery basis only.
8. No meal charge will be made to pupils who are entitled to free school meals.

9. Where wilful damage to school property has been caused by pupils and/or adults we may seek to recover the cost of repair and/or replacement.
10. Any additional photocopying charges incurred under the Freedom of Information Act 2000 will be at the rate of 10p per sheet with a maximum of £10.00.

Reviewed by the Headteacher Mrs K Parnell.

To be reviewed March 2019