



Charging and Remissions Policy 2018 - 2019

Introduction

The Headteacher and Governing Body recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Headteacher and the Governing Body aim to promote and provide such experiences for pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the full cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Statement:

The policy complies with the requirements of the Education Act 1996.

Where 'parent' is referred to this will include adults with responsibility for the pupil.

We aim:

- to make school activities accessible to all pupils regardless of family income;
- to encourage and promote external activities which give added value to the curriculum;
- to provide a process which allows activities to take place at a minimum cost to parents, pupils and the school;
- to respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

Legislation - Education During School Hours

The DfE in its guidance to School Governors states that "education provided during school hours must be free". The definition of "education" includes materials, equipment and transport provided in school hours by schools to carry pupils between the school and an activity. It goes on to advise that "although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind)".

When additional costs are incurred by High Meadow Infant School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

Education Outside School Hours

The DfE in its guidance to School Governors states that "Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 described activities, which can be charged for as "optional extras".

Remissions

To ensure that access to activities reflects intentions, High Meadow Infant School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

In cases of financial hardship the school will seek to support the cost of other particular activities, where a cost is made. This will normally be in situations where parents can prove that they are in receipt of Income Support, Income Based Jobseekers Allowance, Support under Part VI of the Immigration & Asylum Act 1999 or Child Tax Credit (providing that Working Class Credit is not also received).

Voluntary Contributions

The school will routinely ask for voluntary contributions for the benefit of the school or any activities. This is understood to include all educational visits. In support of this the Governors of High Meadow Infant School have decided the following:

- *Where the trip/ visit is in support of the core curriculum, parents will be asked for voluntary contributions but the trip/ visit will go ahead irrespective of the final amount of contributions made. No registered pupil will be left out of a core curriculum activity because his/ her parents cannot or will not make a contribution of any kind.*
- *Where the trip/ visit is not curriculum based, voluntary contributions from parents will be asked for and it will be clear in the correspondence that the trip will only go ahead should the costs be covered completely.*

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

There is no limit on the level of voluntary contributions which parents or others can make to school activities, nor is any restriction placed upon the use which can be made of such contributions. Parents are asked to contribute towards part of the cost of the visit or activity, and the rest could be met by the proceeds of general fund raising events. All requests for Voluntary Contributions will have been made on the basis of covering costs - they are not intended to make profit.

Charges

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- trips which are not part of the National Curriculum;
- music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils;
- Visit to school by professionals e.g. authors, storytellers, musicians, dancers, artists etc.
- After school and pre-school clubs.

Replacement Charges

Parents will be asked to pay for the replacement of equipment, materials, books etc. where items need to be replaced due to wilful damage or careless loss.

The charge will be at the Headteacher's discretion, based upon replacement cost and value of the lost/ damaged item.

Freedom of Information Act 2000

Requests for school policy documents will be charged at 10p per single sided A4 sheet.

Charges made to members of staff and other educational bodies will be at the discretion of the Headteacher.

Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at 10p per sheet and 20p for any colour printing.

Monitoring and Review

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

This policy will be monitored by the governing body and reviewed annually.

Date established by the governing body: Summer Term 2018

Signed

Mrs Debby Hughes
Headteacher

Mr Jonathan Smith
Chair of Governors

Date of review: Summer Term 2019