



Annfield Plain Infant School

Charging and Remissions Policy

Date September 2021

Review Date September 2022

Introduction and Philosophy

The Head Teacher and Governing Body recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupil's education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular independent of their parents/carers financial means. This policy describes how we will do or best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the 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 "parents" is referred to this will include adults with a 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

Status

Statutory

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 school 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 kind.

When additional costs are incurred by Annfield Plain 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 to school governors

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, Annfield Plain Infant School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based upon 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.

There may be cases of family hardship which makes it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

Data protection of pupils and families

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of free school meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute. Termly contributions will be requested at the start of every half term, through the school newsletter.

Contributions

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. **If sufficient contributions are not received the activity may be cancelled.**

Roles and responsibilities of Head Teacher, other staff, governors

The Head Teacher, staff and Governors will ensure that the following applies:

1. No charges will be made for:

- Education provided during school hours (including the supply of any materials, books instruments or other instruments)
- Tuition for pupils learning to play musical instruments or singing, if the tuition is part of the National Curriculum.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the schools basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational trip (e.g. swimming).

2. Activities for which charges will be made:

The governing body reserves the right to make a charge for the activities and items as detailed below:

- Trips (which are not part of the school curriculum or are outside the school day (i.e. residential))
- After school clubs and pre-school clubs
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.

- Damage to school property - the cost of replacing an item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to school by professionals e.g. storytellers, authors, musicians, dancers, artists etc.

Individual Music Tuition

- Charges may be made to parents for individual tuition in playing any musical instruments, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

Ingredients or materials for practical subjects

- Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as technology. The Governing Body may charge for, at cost or less, or require the supply of ingredients and materials if parents have indicated in advance, their wish to own the finished product.

Lost school equipment, Books etc.

- Parents will be expected to replace or pay the cost of lost items of school property.

Breakages and damage to school buildings, furniture or property

- Parents will be charged for damage caused as a result of a pupil's behaviour.

Swimming

- The school organises swimming lessons for all children in Year 3. These lessons take place in school time and are part of the National Curriculum. No charge is applied for this activity. Parents are informed in writing when these lessons are to take place.

Lettings

- The school will make its facilities available to the outside users at a charge of at least the cost of providing the facilities. The scale of the charges will be determined annually by the Governing Body and set out in the Lettings Policy. There have been no lettings in the last four years.

Charity / Fundraising

- School may choose to take part in a fund raising event such as Children in Need - in this instance parents can choose whether to make a contribution towards the charity. This may include face painting charges or dressing in pyjamas for example. The money raised from these events will be passed on directly to the charity involved.

Bank charges

- Any charges made to the school's bank account in respect of returned cheques will be returned to the person who issued the cheque.

Photocopying

- 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 per sheet for colour copies.**

Private Fees

- Any report or data that is requested on a child for the purpose of a third party private assessment, requested by a parent (e.g. mid year pupil progress report for solicitors, private solicitors, private psychologist reports or solicitors reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-Chair of Governors. This rate will include a cost for staff time to arrange and collate the relevant information, as well as photocopying charges (see above) plus postage.

The governing body may, from time to time amend the categories of activity for which 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.

Exceptional Circumstances

The Head Teacher and Governing body may decide that charges we would normally receive may be waived or reduced under exceptional circumstances.

Any such decision would be at the discretion of the Head Teacher and or designated officer and each case will be considered individually.

Arrangements for monitoring and evaluation

The finance committee of the governing body will monitor the impact of this policy by receiving a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.