



## Walter Infant School

### CHARGING and REMISSIONS POLICY

#### DOCUMENT HISTORY

Version	Action	By	Date
1.0	Draft	Fiona Cross (based on WBC precedent)	October 2012
1.1	Approval	Full Governing Body	26 <sup>th</sup> November 2012
1.2	Approved	Full Governing Body	26 <sup>th</sup> November 2014
1.3	Approved	Policy and Review Committee	27 <sup>th</sup> January 2016
2.0	Approved	Full Governing Body	20 <sup>th</sup> November 2018

**Next Review Date:** Autumn 2019

## **Introduction**

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions and is informed by the 1996 Education Act.

In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises outside school hours.

### **1. Voluntary Contributions**

We may in certain circumstances invite parents/ carers to make a voluntary contribution towards activities that are exempt from charging. These contributions must be genuinely voluntary and we will always explain to parents that they are under no obligation to make a contribution.

Where we do ask for voluntary contributions, we will make it clear that children of parents/ carers who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

Sometimes the school pays additional costs to support curriculum or enrichment activities from either school funds, or grants obtained from organisations such as Canine Assisted Learning. Parents have a right to know how each enrichment activity is funded and the school will provide this information on request.

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents/ carers when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies will be returned to parents/ carers. Parents/ carers will be told the cost of the activity per pupil.

Voluntary contributions should not exceed the cost of the provision for each pupil thus ensuring that no paying pupil will be required to subsidise the cost of non-paying pupils.

Parents/ carers may make voluntary contributions in instalments by prior agreement with the Head teacher.

### **2. Activities that take place during school hours**

#### **2.1 Enrichment activities**

These include (but are not limited to) trips to museums and other places of interest, theatre visits, musical events, sporting events, visiting theatre groups, visiting farms and workshops.

These will be focussed activities and will only be undertaken if they support the curriculum.

Parents/ carers may be invited to make a voluntary contribution and the school may support these activities.

The pupil premium may be used to support these activities for pupils receiving the entitlement.

## **2.2 Instrumental/vocal music tuition**

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. A charge will be made for instrumental/vocal music tuition, including tuition in larger groups, provided that the tuition is provided at the request of the pupil's parent/carer.

No charge will be made for tuition that is part of the national curriculum.

## **2.3 Materials and ingredients**

A charge may be made to cover the cost of ingredients or materials where parents/ carers have confirmed in advance that they wish to own the finished product.

## **3. Activities that take place at lunchtime or out of school hours**

No charge will be made for an activity that takes place outside school hours when it is:

- A necessary part of the curriculum
- Part of the school's basic curriculum for religious education

We may charge for some other activities that take place outside of school hours such as sporting events where the full cost of the trip will be charged.

## **4. Activities that take place partly during school hours either on or off site (non-residential)**

**4.1** Where the majority of time spent on a non-residential activity is within school hours then charging is as section 3.

**4.2** Where the majority of the time spent on a non-residential activity is outside of school hours then charging is as section 2.1

## **5. Damages to property, breakages and loss**

We may seek to recover some or all of the costs incurred due to wilful damage, breakage or loss of school property. We recognise that accidents occur and will treat each case on its merit.

We may seek to recover some or all of the costs incurred due to wilful damage, breakage or loss of property belonging to a third party where the school has been charged (e.g. library books). We recognise that accidents occur and will treat each case on its merit.

## **6. Remissions and Concessions**

The Headteacher has the discretion to waive or reduce any charges properly made or any voluntary contributions paid or promised. Any written request by a parent or carer for waiver or remission of charges or voluntary contributions will be treated sympathetically and in confidence.

Voluntary contributions towards offsite activities will be monitored and reported for the previous academic year to the Governing Body at least annually.

## **7. Donations to support the school**

Walter Infant School will actively encourage voluntary donations from parents, residents and other groups to support enrichment activities and curriculum enhancement, either as an impromptu payment or a regular donation.

## **Management of this Policy**

This policy is a statutory requirement by law and will be reviewed annually to comply with the Schools Financial Value Standard.

Please also read our Pupil Premium Strategy and our Anti-bullying and Equality Policy