

## William Austin Infant School

### Charging and Remissions Policy

March 2024

#### Introduction

The purpose of the policy is to ensure that, during the school day all children have access to a broad and balanced curriculum. The Governing Body recognises the valuable contribution that a wide range of educational activities can make towards pupils' personal and social development. Examples of these activities include educational visits, visits to the school by theatre groups, writers, story-tellers and artists in residence, and extra-curricular clubs. It is not school policy to take pupils on residential visits.

The Governing Body aims to promote and provide for such activities both as part of a broad and balanced curriculum for the pupils at the school and as additional optional activities.

#### Charges

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

1. Visits to theatres or other places of interest, deemed to be optional extras, taking place outside school hours.
2. Activities held on the premises before or after school that are offered to pupils (eg: football club, cookery club, breakfast club).
3. The cost of materials or ingredients used in curricular activities provided that parents have indicated in advance that they wish to own the finished product.
4. The cost of breakages or damage to school premises or equipment where this is a result of the pupils behaviour.
5. The cost of lost or damaged reading or library books and/or reading records.

#### Remissions

Parents whose family circumstances make it difficult for their children to take part in particular activities for which a charge is made are invited to apply in confidence for the remission of such charges, either in part or in full. The Headteacher, in consultation with the Chair of Governors will make authorisation of remission.

#### Pupil Premium Funding

The policy for Pupil Premium should be read in conjunction with this policy. The Pupil Premium is a specific grant based on school census figures for children who are currently known to be eligible for Free School Meals in reception to Year 11, and children who have been looked after by the Local Authority continuously for more than six months.

'The range of provision the school may consider making for this group could include:

- Providing subsidy for educational visits, after-school enrichment activities or school uniform, so that eligible children have equality of opportunity.'
- **PE and Sport Premium Funding**
- PE and Sport Premium Funding is a Government grant based on pupil numbers in Years 1 & 2 and is to be spent on improving physical education and sport in primary schools. We will receive the money over the academic year. . We are using some of our funding to subsidise after-school sports clubs.

## Voluntary Contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing educational experiences for pupils. Where such a contribution is requested, it must be made clear that there is no obligation to contribute and that registered pupils at the school will not be treated differently, according to whether or not their parents have made any contribution. It must also be made clear to parents whether they are being asked to contribute towards the whole of the activity, or a part. If the requested contribution is only a part, parents will be told where the balance of the funding will come from. It must also be stated if the activity may not be able to go ahead unless the cost of the activity is covered. No parents should be asked to contribute more than the share of their own child's proportion of the charge. In cases where the full cost of the activity is not then covered, the Headteacher, in consultation with the Chair of Governors, will decide whether to subsidise the activity from School Funds. If a child is absent from an activity for which their parent has paid a charge or made a contribution, that money must be refunded, if the parent so wishes. Any shortfall that then arises in the cost of the activity will be made up from School Funds.

### (Extract from Schools Admission Code (DfE publication))

1.84 Parents may also be concerned about the cost of school trips and extra curricular activities, fearing that their child may not be able to participate and this may discourage them from applying for a place at the school. Accordingly, schools *should* make it clear where help may be available for those unable to afford the cost of school trips. They must make it clear that any contribution to school funds and voluntary contributions to trips are not mandatory, and that the expectation is that low income families will contribute a small amount, or nothing. Parents *must* be assured that they will not be asked to explain why they prefer not to contribute and that not contributing will in no way disadvantage their child.

1.85 A Charge *must not* be made for a school trip: \*

- a) that is during school hours; or
- b) is outside school hours but it is being undertaken as part of the National Curriculum, or as part of a syllabus for a prescribed public examination.

\* The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999, (SI 1999/2255), places obligations on head teachers, school governing bodies and Local Authorities to make information available about charging and remission policies.

## Best Value

The principles of best value will be applied when planning activities that incur costs to the school and /or charges to parents.

## Charges to Staff

Personal photocopying is charged at 10p per sheet (black and white), 20p per sheet (colour), A4 laminating charged at 20p per sheet, local telephone calls 10p, lost or damaged car park sensors incur a replacement charge of £18.50. Lost locker keys incur a replacement charge of £3.

## Review

This policy will be reviewed on an annual basis, unless there are changes in legislation.

Review: March 2024

Next Review: March 2025