



Yeadon Infant & Nursery School

Charging and Remissions Policy

Policy to be agreed by the Full Governing Body on May 2019

Signed

Date

21/5/19

Review Date



Introduction

The Head Teacher and Governing Body of Yeading Infant & Nursery School recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. We aim to promote and provide such experiences for the 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 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 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.

Legislation

Educational 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 in kind)*"

When additional costs are incurred 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.



Legislation

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

In order to remove financial barriers from pupils, the governing body has agreed that all pupils should be able to benefit fully from everything Yeading Infant & Nursery school can offer them. Some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This is based on an understanding of the relationship between low income, entitlement and access.

Where parents are in receipt of Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours. There may be cases of family hardship which make 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 in 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 will be accomplished by developing methods of collecting voluntary charges which do not identify children who do not contribute.

Any requests for contributions towards school funds may from time, to time be requested 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.

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 school curriculum or are outside the school day (i.e. weekend residential trip)
- After school 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.
- Visits to school by professionals e.g. Authors, storytellers, musicians & dancers etc
- Damage to school books or equipment
- Damage to school property or staff possessions
- Damage caused as a result of a pupil's behaviour
- The cost of ingredients or materials, etc. needed for practical subjects such as Cooking or technology, especially if parents have indicated their wish to own the finished product
- Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at 20p per sheet
Any letter to confirm attendance or status may be charged at £5
- Any report or data that is requested on a child for the purpose of a third party private assessment (eg mid-year pupil progress report for solicitors, private psychologist or solicitor reports and specific letters) 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 sort and collate the relevant information (£15 per application)

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.