



CHARGING AND REMISSIONS POLICY

Person Responsible: *Kerry Seales*

Date of this policy: *Spring 2023*

Date of the next review: *Spring 2024*

Crest Infant School and Nursery

Charging and Remissions Policy

This policy is written to comply with the school's mission statement and to comply with Sections 449-462 of the Education Act 1996.

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 local authority guidance. 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.

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

1. School meals

With the introduction of Universal Free School Meals (September 2014), no charge will be made for pupils who have a school meal.

2. Activities for pupils that take place during school hours

When organising school trips or visits to enrich the curriculum and the educational experience of the children, Crest Infant and Nursery School invites parents to contribute to the cost.

- All contributions are voluntary.
- If we do not receive sufficient voluntary contributions, we may cancel the trip.
- If a trip goes ahead, it may include children whose parents have not paid any contribution.
- We do not treat these children any differently from other children.

If a parent wishes their child to take part in an educational school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

- Sometimes the school pays additional costs in order to support the visit.
- Parents have a right to know how each trip is funded.
- The school provides this information on request.

3. Activities for pupils that take place outside school hours (non-residential)

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

- a) a necessary part of the curriculum
- b) part of the school's basic curriculum for religious education

4. Optional Extras

We may charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Headteacher and the finance committee.

Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.

Costs we can legally recover are as follows:

- a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- b) non-teaching staff
- c) any materials, books, instruments or equipment provided in connection with the optional extra
- d) transport to an activity outside school hours

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

Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 2. If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in section 4.

6. Damage to property and breakages

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher.

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.

7. Remissions and concessions

We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.

8. Voluntary contributions

We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging. Where we do ask for voluntary contributions, we will make it clear that children of parents 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.

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.

Parents are invited to make a voluntary contribution to school fund of £2 three times a year or £5 for the year.

Kerry Seales

Spring 2023