

Thurnham C E Infant School



Charging & Remissions Policy

Member of Staff Responsible	Mr T Pring
Position	Headteacher
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Date of next review	July 2026

THURNHAM C E INFANT SCHOOL

Charging and Remissions Policy

1. Purpose

The purpose aims of the policy is to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

The school day is defined as: **8:40am until 12:15pm and 1:15pm until 3:10pm.**

2. What was consulted?

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The Governing Body

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing body also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Governing Board.

Monitoring the implementation of this policy has been delegated to the Headteacher.

4.2 The Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

The Headteacher will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made where the activity is not part of the national curriculum. When such activities are arranged parents will be told how the charges were calculated.

Music Tuition

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity. In suitable cases we will fund a particular child's place if necessary.

School Uniform

School uniform can be costly for families. Whilst striving to keep those costs down by where possible incorporating items that can be easily and economically purchased on the High Street, we will always make clear that a facility to provide uniform is available from the school. In particular cases, we will purchase the uniform on behalf of families and always make parents aware of this possibility. We will also highlight our second-hand uniform sales that take place on a regular basis.

Pupil Premium

The Government gives schools Pupil Premium funding which is an amount of money delegated to the school for each child in receipt of free school meals or having previously been in receipt within the last six years. Whilst the vast majority of these funds are directed towards supporting learning, a proportion of between 10 and 20% of the funds can be used to fund activities such as paid for after school clubs and any other vital learning related resources for a particular individual.

Looked After Children

No charge will be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would likely particularly qualify for support might be those who are in receipt of a form of Income Support through the benefits system. However, we recognise that every family's financial situation will be different and will strive to use our awareness of our families to inform this and sensitively deal with any such issues.

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

4.3 The Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

5. Voluntary Contributions

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However, it may be necessary for Voluntary contributions to be sought for such activities during the school day which entail additional costs.

There is no obligation for parent/carers to make any contribution, and no child will be excluded from any activity their parents/carers are willing or unable to pay

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

6. Activities we charge for

The school will charge for the following activities:

- Early Risers breakfast club
- After School Club

The charge for these regular activities will be determined by the Headteacher and are reviewed twice a year in March and July. Parents/carers will be informed of the charges.

Arrangements for monitoring and evaluation

The Resources Committee can monitor the impact of this policy by requesting a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.