

# Thurnham C E Infant School



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## Charging & Remissions Policy

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Member of Staff Responsible	Mr C K James
Position	Headteacher
Dated	February 2022
Date of next review	February 2024

# THURNHAM C E INFANT SCHOOL

## Charging and Remissions Policy

**Status** Statutory

### **Purpose**

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: **8:55am until 11:55am and 1:00pm until 3:05pm.**

### **What was consulted?**

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007). It also complements the information given in section 7.5 of the Governors Handbook.

### **Relationship to other school policies**

The policy complements the school's equal opportunities policy, curriculum policy, educational visits policy and the teaching and learning policy.

### **Roles and responsibilities of Headteacher, other staff, governors**

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.

### **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.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

**We will always make clear if we are asking for payments that in particular cases the school will fund activities or particular resources as appropriate.**

### **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.