

Document Name	Charging and Remissions Policy
Authors	Helen Jackson
Date approved	25 <sup>th</sup> January 2022
Current document	Version 1
Review Date	January 2023



# **ASHBROOK INFANT AND NURSERY SCHOOL** **Charging and Remissions Policy**

## Rationale

The school Governing Body, **subject to the limited exceptions referred to in this policy**, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).

Throughout the policy, we endeavour to clarify the difference between a 'charge' and a 'voluntary contribution' which is an amount of money requested from parents in order to ensure an activity can take place and is expressly 'voluntary'.

## Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## Responsibilities

The Governing Body of Ashbrook Infant and Nursery School are responsible for determining the content of the policy and the Head teacher for implementation. Any determinations with respect to individual parents will be considered by the Head teacher and, if necessary, in consultation with the Chair of the Governing Body.

# 1. Voluntary contributions

Nothing in legislation prevents the school's Governing Body from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the Governing Body or Head teacher will make this clear to parents at the outset. The Governing Body or Head teacher will also make it clear to parents that there is no obligation to make any contribution.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled. We will always make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

**No child will be taken on an educational visit without signed consent from the parent or carer with legal responsibility for the child.** This consent can be in the form of:

*Day visits in the local area:*

- The annual consent form (only for visits in the local area for which there is no request for a voluntary contribution or charge being made)

*Day visits for which there is a request for voluntary contribution or a charge being made*

- Consent through signing up for a visit on the school's consent form slip for a specific visit, which can be obtained from the school office

## Residential Visits

- Individual residential visit consent forms – this applies for all residential visits

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums;
- Sporting activities which require transport expenses (outside of school hours);
- Outdoor adventure activities;
- Visits to the theatre;
- Musical events;
- Theatre companies visiting school;
- Workshops delivered by visiting companies;

## 2. Charges

### **2.1 Residential Trips**

The school **cannot** charge for:

- education provided on any visit that takes place during school hours (see paragraph 2.4);
- education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

Parents/carers will have the option of paying either small regular amounts over a period of time or larger amounts in a smaller number of transactions.

Guidance on school policies for Learning Outside the Classroom, including charging, is available [here](#).

### **2.2 Music tuition**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Charges will not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

No charge may 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).

Parents also have the option of paying for their child to learn to play an instrument of their choice during the school day.

### **2.3 Transport**

The school **cannot** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Governing Body or local authority has arranged for pupils to be educated;
- transport provided in connection with an educational visit.

### **2.4 Activities Outside School Hours**

No charge is made for activities that are outside of school hours and are part of the curriculum. However, we may ask for a voluntary contribution towards the costs for the following:

- Travel
- Materials and equipment
- Non-teaching staff costs
- Entrance fees
- Insurance costs

### **2.5 Damage/Loss to property**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the school's Head teacher, in consultation with the Chair of the Governing Body, may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **2.6 Extra-Curricular and Before/After School Clubs**

Clubs and activities provided by third parties and/or outside of the school day will be chargeable.

## **2.7 Extended Services**

A Voluntary Management Committee, in partnership with Ashbrook Infant and Nursery School provide before and after school wrap-around care. Charges are made for this service. This also applies to Tigers holiday club charges. For further details of the costs of this provision, please visit the school's website.

## **2.8 Lettings**

Where the premises are used by an organisation other than the school, this will be at a charge of at least the cost of providing the facilities.

A scale of charges for such activities is determined annually by the Local Governing Body and forms part of our separate Hiring and Lettings policy.

## **2.9 Other charges**

The Head teacher or Governing Body of an individual school may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying (please also see Freedom of Information Publication Scheme).

# **3. Remissions**

## **3.1 Pupil Premium (which includes Free School Meals)**

Ever 6 free school meals (qualifying for pupil premium funding)

To qualify for free school meals (at the time of writing) the parent/carers must be in receipt of one of the benefits below:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

See [here](#) for any government updates to the above list.

### Children adopted from care or who have left care

This applies to children who were looked after by an English or Welsh local authority immediately before being adopted, or who left local authority care on a special guardianship order or child arrangements order (previously known as a residence order). These are collectively referred to as post-LAC - this qualifies for pupil premium funding.

### Ever 6 service children

Ever 6 service child means a pupil recorded in the school census as having a parent in the armed services – this qualifies for pupil premium funding.

Please see Ashbrook Infant and Nursery School website for details of Pupil Premium Spending and the impact it has on our pupils <https://ashbrook-infant-and-nursery-school.secure-primarysite.net/pupil-premium/>

Please contact the school if you wish to apply for Free School Meals.

### **3.2 Parents experiencing financial difficulties**

If parents are experiencing financial difficulties they are invited to contact the school's Head teacher, in confidence, to discuss remissions and contribution payment plans to help ensure that their child is able to participate.

### **3.3 Carers supporting during school activities**

When we invite carers to support children who have special needs/a disability, the carer will not be charged for the activity.

### **Equality Statement**

At Ashbrook Infant and Nursery School, we actively seek to encourage equity and equality through our teaching. As such, we seek to advance the equality of opportunity between people who share any of the following characteristic:

- age
- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

The use of stereotypes under any of the above headings will always be challenged.

## **Inclusion**

Our school is an inclusive school. We aim to make all pupils feel included in all our activities. We try to make all our teaching fully inclusive. We recognise the entitlement of all pupils to a balanced, broadly-based curriculum. We have systems in place for early identification of barriers to their learning and participation so that they can engage in school activities with all other pupils. We acknowledge the need for high expectations and suitable targets for all children.