Bushfield Road Infant School

Charging & Remissions Policy

Valid until July 2027

Currently awaiting approval form Governing Body

This policy will be reviewed annually, or earlier in the event of any updates.

Updates will be brought to the attention of all staff and governors at the earliest opportunity.

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1. Introduction

This policy outlines the approach to charging and concessions in relation to activities such as educational visits and after school clubs etc. It is based upon the Department for Education guidance, 'Charging for school activities: Advice for governing bodies, school leaders, school staff, and local authorities'.

2. **The Purpose of the Charging and Concessions Policy is to:**

● Ensure that all children, irrespective of background, are able to benefit equally from any educational visit or after school clubs etc. and shall not be disadvantaged in any way.
● Formalise the policy of Bushfield Road Infant School with regards its policy on charging and remission for school activities and school visits.
● Enable all staff, parents, governors and other appropriate individuals and groups to fully understand the ethos of the school in these matters.
● Reflect and comply with the Education Act 1996 which sets out the law on charging for school activities.

3. Our Aims

We will endeavour to ensure a broad and balanced experience for all our pupils. This will be taught in a positive climate that encourages curiosity, perseverance, open mindedness, critical reflection, competitiveness and cooperation.

4. Inclusion and Special Educational Needs

The school will ensure that all pupils irrespective of their physical or academic ability or their parents' willingness or ability to pay will have equal access to any activities the school offers additional to the formal curriculum. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. When making requests for voluntary contributions, parents will not be made to feel pressured into paying as it is voluntary and not compulsory. This will be documented on the letter that is sent to parents via the Arbor app when a trip/visitor is scheduled.

5. Charging to external companies for hire/rental of use of the building

The school will draw and hire agreement with said companies at a cost of £15 per hour. At present we only have one hire/rental agreement with 'Little Gosling' a local Nursery for wrap around care.

6. Nursery fees

Parents can sign up to an agreement if they wish to pay for extra hours above their allocated free Government children care hour. The cost is £7 per hour

The Role of the Head teacher, Class teachers and Governors (as is appropriate) will:

A) Ensure that only appropriate activities are charged for.

The school will not charge for:

● Any financial contribution as part of the admissions process;

● Education on the premises (including the supply of any materials, books, instruments or other equipment);

● Education provided outside school hours if it is part of the national curriculum.

The school may charge for optional extras when providing materials, books, instruments, or equipment, such as:-

● Education provided outside of school time that is not:

i) part of the curriculum

ii) part of a syllabus for a prescribed public examination that the pupil is being prepared for in school

ii) part of religious education

● Transport (Other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education)

● Loss of school resources on more than one occasion e.g. reading books

The school will charge for:

- After School Clubs provided by an external support service
- Revision materials sourced by the school
- Musical tuition from Jan 2027 from North Lincs music service
- Wilful damage to school resources

B) Ensure that all deserving parents/guardians have an awareness of any concessions.

C) Ensure that any charge made in respect of individual pupils does not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

D Will ensure that no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

E) Will ensure that participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.

F) Will make it clear to parents from the outset that if enough voluntary contributions are not received then the trip may not take place as it is not financially viable. It will also be made clear that there is no obligation to make any contribution. The following statement will appear on all letters about trips asking for voluntary contributions: **We ask for a 'voluntary contribution' as schools are unable to 'charge' for trips during the school day. The governors ask that any parent who feels they cannot contribute to the full amount make a contribution of some sort to the cost of the trip. Families with more than one child may make their contributions in instalments if that helps you. Please be aware that if insufficient contributions are received then unfortunately a decision will be made by the governing body as to whether this trip can go ahead.**

Monitoring and Review

The Governing Body Finance Committee monitors and reports to the governing body on a regular basis upon the effectiveness of this policy. The Governing Body will review this policy annually. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.