

HUNTER'S BAR INFANT SCHOOL

Charging and Remissions Policy

Introduction

Hunter's Bar Infant School recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The school aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Statement

The policy complies with the requirements of the Education Act 1996.

Where 'parent' is referred to, this will include adults with a responsibility for the pupil.

We aim:

- To make school activities accessible to all pupils regardless of family income.
- To encourage and promote external activities which give added value to the curriculum.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school.
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

Legislation – Education During School Hours

The DfE in its guidance to school governors states that "education provided during school hours must be free. The definition of 'education' includes materials, equipment and transport provided in school hours by school to carry pupils between school and an activity". It goes on to advise that "although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind)".

When additional costs are incurred by Hunter's Bar Infant School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot, or will not, make a contribution of any kind.

Education Outside School Hours

The DfE in its guidance to School Governors states that “Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay”. The Education Reform Act 1988 described such activities, which can be charged for as “optional extras”.

Remissions

To ensure that access to activities reflects intentions, Hunter’s Bar Infant School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income may have in meeting the costs of educational activities for their children.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

Contributions

Voluntary contributions may be requested to help with provided activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity, it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be subsequently excluded from the activity.

If sufficient contributions are not received, the activity may be cancelled.

Charges

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- After school and pre-school clubs.
- Music/sport tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- Damage to school property – the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil’s misbehaviour.
- Damage to school books (e.g. Reading Scheme).

Lost School Equipment, Books etc

Parents will be expected to replace or pay for the cost of lost items of School Property.

Breakages and Damage to School Buildings, Furniture or Property

Parents will be charged for damage caused as a result of a pupil's misbehaviour.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.