

# FOREFIELD COMMUNITY INFANT AND NURSERY SCHOOL



## Charging & Remissions Policy

**Approved by: Leadership & Management Committee**

Date: February 2013

Reviewed: March 2014; Feb 2015; Feb 2016; Feb 2017; Jan 2018; Jan 2019; Feb 2020 ; March 2021; Feb 2022; Feb 2023

To be reviewed: Feb 2024

# **FOREFIELD COMMUNITY INFANT & NURSERY SCHOOL**

## **CHARGING & REMISSIONS POLICY**

### **Rationale**

Forefield Community Infant & Nursery School aims to deliver a broad curriculum that is enriched through a wide variety of additional experiences. These take place both on and off the school site and all activities are chosen to support the school's curriculum, the children's learning and their spiritual, moral, social and cultural development.

The school is committed to ensuring equality of opportunity for all pupils, regardless of families' financial circumstances and has established a policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

This policy sets out the principles upon which the school will operate charges and remissions.

### **Objectives**

The objectives of the Charging Policy are:

- To ensure activities offered wholly in school time are available to all pupils without charge.
- To identify those activities for which charges may be levied.
- To inform families on low incomes and in receipt of relevant benefits of the support available to them when contributions are requested.

### **Legal Framework**

This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

- The Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- DfE (2020) 'Governors' Handbook'

### **Charges**

The Governing Body reserves the right to make a charge in the following circumstances allowed by the Act and considered as 'optional extras' (DfE guidance May 2018):

- Activities which take place outside school hours and which are not a statutory part of the National Curriculum e.g. outings, visits, sports coaching, extra-curricular activities, snacks. In some such instances, charges may include provision of materials, books, instruments or

equipment; transport costs; the cost of buildings and accommodation; staffing costs in providing the 'optional extra'

- Where music or singing tuition is not an essential part of the National Curriculum and is provided at the request of the parent - charges may be applied.
- Activities which involve children in nights away from home will include charges for board, lodging and travel costs. Families in receipt of the benefits listed below will be exempt from these charges although some may wish to make a voluntary contribution. The costs will not exceed the actual cost of provision.
- Lunchtime childcare for 30 hour offer Nursery pupils which is in addition to 30 hours Nursery provision, should parents wish to utilise this care option.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will, therefore, be obtained prior to the provision of an optional extra and a charge being made.

### **Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip.

All contributions are voluntary. Should we receive insufficient contributions to make the trip or activity viable, and there is no way to make up the shortfall, the trip or activity may be cancelled. There is a limit to the amount the school can subsidise trips without depleting funding for other activities and commitments. The decision as to whether a trip is financially viable or should be cancelled lies with the Head Teacher.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we allow the child to participate fully in the trip or activity, neither the child nor the parents/carers will be discriminated against.

The school will provide a breakdown of how trips and activities are funded should this be required.

Parents will not be asked for payment for ingredients or materials used in the delivery of the statutory curriculum, however, voluntary contributions may be requested.

### **Remissions**

Children whose parents are in receipt of some specific support payments (see below) will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for visits and activities during the school day.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance introduced Oct 2008
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit

- Child Tax Credit (provided you're not also entitled to Working Tax Credit and the family's income as assessed by HM Revenue and Customs does not exceed the amount given in the Revenue and Customs rules)
- 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 receive)

A similar entitlement may also apply when the trip or activity takes place outside of school hours eg extra-curricular activities, some costs being met through Pupil Premium funding, however, some of our parents make an individual decision to contribute.

### **Breakages**

In cases of wilful damage, breakage or loss of equipment on loan to children, the Headteacher, in consultation with the Chair of the Leadership & Management Committee may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Financial Support**

In order to minimise costs to parents, the school may contribute a small subsidy from the School Fund. F.O.F.I.S. (our PTA) may also make a contribution to activities to support overall costs.

### **Residential Visits**

Our residential activities may take place partly during school time and as such no charge will be made for the education element of the trip that takes place during school hours. Expressions of interest are sought prior to the visit in order to determine whether or not the visit will go ahead. This includes a breakdown of the costs involved. Parents of children involved in residential visits will be charged for board and lodging at actual cost and will be asked for a voluntary contribution towards any other costs involved including travel (when the residential activity takes place largely during school time).

Parents who can prove that they are in receipt of specific support benefits outlined above, are exempt from paying the cost of board and lodging, however some of our parents make an individual decision to contribute.

### **Late Collection of Pupils**

It is an expectation that children are collected from school by an authorised adult at the end of the school day at 3.25/3.30pm or after an extra-curricular activity, most of which finish at 4.30pm. The Governing Body reserves the right to charge parents/carers who are late collecting their child(ren). Charges will be in-line with childcare charges made by ASCV After-school Club in order to cover child-care costs.

## **Extra-curricular Activities**

The school charges for extra-curricular activities ('optional extras') organised by the school e.g. Archery, Multi-skills, Dance, Spanish Language and Culture, Gymnastics, Circuit Training, Recorder, Drumming, Cookery, Forest School Club. This is at a minimum rate of £3.50 per session to cover the provider's costs, the cost of supervising staff, equipment and resources, accommodation and building costs. Information relating to charges will be provided to parents in an initial letter and parental agreement sought prior to provision and participation.

Extra-curricular activity costs for pupils eligible for Pupil Premium funding should they wish to attend an activity (one activity per half-term will be funded should an eligible pupil wish to attend), are paid from this funding stream.

Some external providers (eg Judo, Mad Science, Active Soccer, Musical Minds) also offer sessions at school charging parents directly should parents wish for their child to attend.

## **Nursery Lunchtime Care**

Parents of Nursery pupils taking up the 30 hour offer have the option to collect their child at the end of the morning Nursery session for the lunchtime break or for their child to remain in Nursery between the end of the morning Nursery session (11.50am) and the start of the afternoon Nursery session (12.30pm) during which time, supervision will be provided for a daily charge of £5.50 (£27.50 per week) paid a week in advance or on a half-termly basis in advance. Parents are requested to provide their child with a packed lunch. 6 weeks' notice is required of any change in lunchtime arrangement. This charge covers staffing, accommodation, building, materials and equipment costs.

## **Additional In-School Charges**

### **Private Photocopying costs**

Charges are applied at a cost per copy rate for mono and colour copies respectively. The School's Finance & Buildings Manager is the point of contact to organise copying and to make payment.

### **Income from Sales**

Some goods will be sold through the school with the intention of making a small profit which may take the form of commission. Goods include for example, Book Fair sales and school photographs. Profits are held in School Fund which may be used to cover small shortfalls in activities and visits held during the school day for which voluntary contributions are requested; Christmas gifts for the children; costumes for plays and performances, prizes for example.

### **Income from Donations**

Occasionally, the school will seek voluntary donations from events such as non-uniform days, sponsorship etc. The purpose for which the donation will be used is explained clearly to parents and visitors.

## **Income from Lettings**

The Personal Development, Behaviour & Attitudes Committee (including responsibility for school premises) review annually and set charges for the use of school premises.

These costs are laid down in the School's Letting Policy and include caretaking, cleaning, insurance and energy costs.

The school does not charge FOFIS for the use of the school for fund-raising activities.

## **30 hour Nursery Charges**

As set out in school's Nursery Admissions Policy, should parents/carers fail to renew a 30 hour provision eligibility code (whether the 30 hours is wholly taken up at Forefield Nursery or across two settings), they will incur costs for the additional 15 hours taken at the Nursery or 7.5 hrs if the Local Authority split funding for the 15 hours free entitlement across the two settings. Parents/carers will be invoiced at the rate of £6 per hour equating to £18 per 3 hour session to be paid monthly in advance.

## **The Head Teacher and Governing Body will ensure that:**

- The funding of activities will be a clear and open process understood by all
- Careful consideration is given to making up any shortfall in voluntary contributions from parents from the school's delegated budget or school fund
- If a contribution is requested for each child for a curricular activity/visit, it will not exceed the actual total cost of the activity/visit including transport.
- In the case of day visits and activities, no child will be excluded because the school has not received a voluntary contribution towards the cost involved.
- Whenever possible, parents are given sufficient notice of forthcoming trips and activities
- Our Charging and Remissions Policy meets the requirements of the law.

**Elaine Haney**

**Headteacher**

**February 2023**

## Log of Changes to policy:

Sept 2020	Extra-curricular activities	Charge for extra-curricular activities increased to minimum £3.50 per session owing to increased staffing and overhead costs.
Sept 2021	Nursery Lunchtime Care	Nursery lunchtime care costs to increase to £4.50 per day owing to increased staffing costs and overhead costs - effective from 1 <sup>st</sup> Sept 2021.
	30 hour Nursery Charges	To be paid monthly not weekly in advance
Feb 2022	Rationale	Amendments and additions made to provide greater clarity on the purpose of the policy in ensuring equality of opportunity at Forefield Community Infant & Nursery School
	Objectives	Amendments and additions made to provide greater clarity on the purpose of the policy in ensuring equality of opportunity at Forefield Community Infant & Nursery School
	Legal Framework	New section highlighting statutory and legal context for the policy.
	Extra-curricular activities	Activities currently on offer updated
	Headteacher & Governing Body commitments	School fund added to bullet point two
Feb 2023	30 Hour Nursery Charges & Nursey Lunchtime Care	Update to charges as agreed by Governing Body