

## **KILLAMARSH INFANT AND NURSERY SCHOOL CHARGING AND REMISSIONS POLICY**

### **PRINCIPLES and LAW**

Under the provision of the Education and Reform Act 1988 no charge may be levied for education provided in school time. Activities, which take place outside school time, may be charged to parents. This charging and remissions policy applies therefore to any activity which takes place in school time as defined by the Act and the guidance contained in Circular 2/89.

We are committed to a free school education for all.

### **AIMS**

We aim to:

- Ensure that education in school is free.
- Ensure that the activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- Ensure that there is no statutory requirement to charge for any form of education but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
- Ensure that the school has the right to invite voluntary contributions for the benefit of the school or support of activities organised by the school, whether during or outside school hours.

### **PRACTICES**

The Governing Body has adopted a policy whereby:

- The school will request voluntary contributions to support the funding of certain activities organised by the school during school hours. No child may be excluded from that activity because of non-payment. If insufficient voluntary contributions are received it may be necessary for an activity to be cancelled.
- The school is willing to support the funding of certain activities. Subsidies may be available for children whose parents are unwilling or unable to make a voluntary contribution.
- The school may charge for breakages or damage to property including window breakage.
- The school will charge for the use of personal photocopying and personal phone calls.

### **EXCEPTIONS**

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- **School Journeys in School Hours**  
The board and lodging element of approved residential activities deemed to take place in school hours.
- **Activities Outside School Hours**  
The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours. These visits will not proceed where full costs are not met by all those who wish to partake in the activity.
- **Individual or Group Instrumental Tuition**  
The cost to the pupil for providing any instrumental tuition involving a teacher who is not part of the school staff.
- **Charging in Kind**

The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

- **Lost School Equipment**  
Parents will be charged the replacement value
- **Breakages and Damage to School Buildings, Furniture or Property**  
Wilful damage will be charged to parents
- **External Phone Calls**  
Charges will be made by the school for all non-emergency calls.
- **Uniform Purchased from School**  
Charges will be made in-line with the current uniform charging list available upon request.
- **Lost Home/School Planners**  
A replacement can be purchased from the school office.
- **Replacement Water Bottles**  
A replacement can be purchased from the school office.

### **LETTINGS**

The school will usually charge for the letting of part or whole premises. The charge is intended to cover the costs of running the site (part of) including utilities and Site Managers fees for opening and locking and maintaining the security. The LA approved lettings calculator will be used to generate the letting fee. A small profit may be included into the letting fee.

### **GENERAL**

The governing body may from time to time amend the categories of activity for which a charge may be made.

### **REMISSIONS**

Where the parents of a pupil are in receipt of Job Seekers Allowance or Income Support, the Governing Body will seek to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the school curriculum.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited to apply in confidence for the remission of charges in full or in part. Authorisation for such remissions will be made by the Headteacher in consultation with the Chair of Governors.

Reviewed September 2017

Reviewed Annually