



STUDLEY COMMUNITY INFANTS' SCHOOL

CHARGING AND REMISSIONS POLICY

INTRODUCTION

This policy has been formulated in accordance with the Authority's guidance on 'Charging for school Activities.'

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 the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Studley Community Infant and Nursery School is committed to providing quality education based on equality of opportunity. We want our pupils to be able to participate fully in every aspect of the curriculum.

We provide a rich learning experience that will enable the children to develop. We offer a broad and balanced curriculum.

Educational Visits and Workshops

We arrange Educational Visits for each year group and invite visitors into school to support and enhance the curriculum.

In the DfE Guidance 'A guide to the law for School Governors' it is stated that:

'Education provided during school hours must be free.'

Although schools cannot charge for school time activities, they may still invite parents and others to make voluntary contributions. All requests to parents for voluntary contributions must make it quite clear that the contributions would be voluntary. Governing bodies should also make it clear that children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, that should be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled. The essential point is that no pupil should be left out of an activity because his or her parents/guardian cannot make a contribution.

We will ensure that all school activities are made available to all pupils regardless of family income and therefore have in place the following Charges and Remissions Policy:

- Parents will be asked for a voluntary contribution for certain activities such as Educational Visits. These voluntary contributions will not exceed the actual costs.
- No child will be excluded from an activity because parents cannot make such a voluntary contribution.
- If insufficient voluntary contributions are made the activity may have to be cancelled.

When an activity is proposed, parents will receive written notification and will be asked whether or not they would be prepared to make a voluntary contribution. If following receipt of response forms, the activity can go ahead, parents will be given written notice. This letter will include:

- Details of the activity including venue, date, times, programme for the day and any special arrangements (clothing etc.)
- The amount of the voluntary contribution requested and details of what is covered (e.g. admission.)
- The option to pay instalments.
- An invitation to parents with financial difficulties to speak to the Headteacher.
- No refunds can be made whether through change of mind, illness, or booked for wrong date etc.

Children who have Free School Meals will receive a packed lunch from the school when an activity extends over their lunchtime.

It will be made clear that the children will require no additional money for such activities.

Nursery

All children receive 15 hours funded education each week from the term after their third birthday.

However under “Community Facility Powers”, these children can now start accessing Nursery provision from their third birthday. This is not funded and therefore there will be a charge for this facility up until the term after their third birthday, when they will receive their free entitlement. Any unfilled free places will be offered to Nursery parents as additional sessions. Parents will be able to access up to 2 additional 2½ hour sessions and 2 additional lunch time sessions per week.

The charge will be:

- 2½ hour session (9.00-11.30 or 12.45-3.15): - £8.00
- 1 hour lunch time session (11.30-12.30 or 11.45-12.45) - £3.50
Children must bring their own packed lunch
- These sessions are optional.
- All fees are to be paid one week / one month in advance.
- Late payments will need to be made within seven working days; failure to do so will result in that optional child care place being withdrawn.
- Payments can be made in cash or by cheque, made payable to ‘Studley Community Infants’ School.’
- No refunds can be made whether through change of mind, illness, or booked for wrong date etc.

Please discuss with the School Secretary at the school office for further information.

Signed..... (Chair of Governors)

Signed..... (Headteacher)

Date.....