

Victor Seymour Infants' School

Charging and Remissions Policy

20.6.23

This Charging and Remissions Policy applies to Victor Seymour infants' and all governors and staff of the school must abide by this policy, which has been adopted in accordance with and pursuant to the Finance Policy of the Greenshaw Learning Trust.

It is the responsibility of the governing body and Headteacher of the school to ensure that their school and its staff adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the GLT CEO and/or Board of Trustees.

This policy is subject to the GLT Finance Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict then the GLT Finance Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the GLT CEO should be consulted.

Approval and review:

This policy is the responsibility of: School Operations Manager
This policy was approved by the Local Governing Body on: 28/6/23

Victor Seymour infants' School Charging and Remissions Policy

Victor Seymour infants' believes all pupils should have an equal opportunity to benefit from school activities and visits, independent of their parents' financial means. This policy outlines where charges may be applied.

Victor Seymour infants' may ask for voluntary contributions for school activities linked to the curriculum which are either wholly or mainly in school hours and which incur a cost to the school that is over and above the normal day to day expenditure. No pupil will be excluded from such an activity because they did not contribute. However, the school reserves the right to cancel any such activities if insufficient contributions are received.

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for pupils who are entitled to free school meals.

3. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition is appropriate (**section 8**).

There is no charge for transport during school hours to school-organised activities.

We may charge for:

- books and materials that the parents/carers wish the child to keep (the cost will be made clear to the parents/carers before charge)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).

4. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum
- part of the school's basic curriculum for religious education.

Optional extras

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is not:

- a) part of the National Curriculum
- c) part of religious education
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.

Please see appendix 1.

The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge **(section 12)**.

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parents/carers' choice and a willingness to pay the charges. The school must have the agreement of parents/carers before organising the provision of an optional extra where charges will be made.

5. Activities that take place partly during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 3**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 4**.

6. Residential activities

Our school will not charge for:

- The only residential activity is the Year 2 Sleepover and this is not charged for.

Our school will charge for:

7. Music tuition within school hours - when this is available.

Victor Seymour Infants' School follows legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum.

The school may charge for teaching requested by parents/carers and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

Victor Seymour Infants' School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.

There is no charge for instrumental tuition for Looked After Children.

8. Extended services

Victor Seymour Infants' School is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when pupils are at risk of poor outcomes, e.g. by providing parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parents/carers will be asked to subsidise others.

9. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a pupil or parents/carers the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

10. Remissions and concessions

The school will give consideration to the remission of charges to parents/carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Pupils of families who receive these payments are also entitled to free school meals.

Parents/carers who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and Chair of the Local Governing Body will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Governing Body and headteacher.

11. Voluntary contributions

The school or Greenshaw Learning Trust may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents/carers by the school. If the activity is cancelled all monies paid will be returned to parents/carers.

There is no obligation for a parent/carer to make any contribution and the school will in no way pressure parents/carers to make a contribution.

12. Inability or unwillingness to pay

Victor Seymour Infants' School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents/carers or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents/carers of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Appendix 1

Schedule of charges		
Chargeable	Who this applies to	Charges
School Meals and supervision at lunchtime	Reception to Year 2 children	No charge as all children are entitled to a free school meal
	Nursery children	If 30 hour children have a school meal they are charged for the meal at £2.00. These children are also charged for the supervision for the hour as it is outside the 30 hours. This is charged at £5.50 per child.
Milk at school	Nursery children and those under 5	None chargeable.
	Children over 5	Chargeable to parents/carers by the Cool Milk company.
Activities that take place during the school hours	All children	No charge will be made for activities that take place during the school day within the curriculum
		No charge will be made for transport to an event although a voluntary contribution might be requested.
		A charge may be made to cover the cost of ingredients or materials for activities like cooking and design technology Parents/carers will have advanced warning of this.
		If peripatetic teachers are used for services like teaching an instrument there will be a charge and this will be agreed between the teacher and the parent/carer.
		Activities that enhance the curriculum like a visit by a theatre group or a workshop will be charged and treated in the same way as a school trip. (See below)
Activities that take place out of school hours	All children	Clubs that are run by support staff or by external agencies will be chargeable. These may be charged by the school or directly to the external agency. The school will always be aware of how much is charged and ensure sessions missed - through cancellation are run again.
School trips	All children	A voluntary contribution will be requested to cover the cost of

		the entrance and transportation for school trips during school hours at cost. If insufficient funds are received the trip will be cancelled and refunds for non attendance are at the discretion of the school
Child Care - Breakfast Club	All children	We will charge parents/carers for any childcare offered to children before school. The service is provided at cost and is set at £4.75 per session per child. This reduces to £3.75 for siblings. This is subject to change in accordance to inflation and will be reviewed annually.
Child Care - After School Club	All children	We will charge parents/carers for any childcare offered to children before school. The service is provided at cost and is set at £12.00 per session per child. This is subject to change in accordance to inflation and will be reviewed annually.
Public Lets	Group or company	All public lets will be charged at £100 for a minimum of a 2 hour period. £30 will then be charged per additional hour plus the cost of caretaking.
Community	Group, company or individual	A community let during school hours will be charged at £10 per hour.
Health Centre Utility Charges and Fire Alarm Maintenance	Health Centre	The LA will be charged for the electricity and fire maintenance usage based on the pro-rata sq metre floor percentage of the building plus £25 administration fee.