

Cupernham Infant School

Charging & Remissions Policy

Next Review Date: October 2021



“Together We Care, We Learn and We Achieve”

**This policy has been updated in line with the latest DfE guidance,
“Charging for School Activities”**

Charging Policy

Education

Cupernham Infant School **cannot** and will not charge for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum or part of religious education;

Cupernham Infant School **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes the child to own them;
- optional extras (see below)

Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **can** be made for providing materials, books or equipment.

Optional extras are:

- education provided outside of school time that is not part of the National Curriculum or part of religious education
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and

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

- any materials, books 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, this includes supply teachers engaged specifically to provide the optional extra

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. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Wraparound Care

Wraparound care is not covered under this policy. Please refer to the wraparound care [Terms and Conditions](#) on our website.

After School Clubs run by external bodies on the school premises.

The school offers some optional after-school activities, such as football coaching. Most of the clubs are run by external organisations, who set the charges. Tuition charges for these activities are made payable to Hampshire County Council.

Voluntary Contributions

We will ask for voluntary contributions from parents/carers as necessary to ensure that educational opportunities which parents/carers and children value are not discontinued simply because their funding cannot be justified against other educational entitlements. However, if the activity cannot be funded without voluntary contributions, the Headteacher will make this clear to parents at the outset. The Headteacher must also make it clear to parents/carers that there is no obligation to make any contribution.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel an activity. If an activity goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent/carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents/carers have a right to know how each trip is funded. The school will provide this information on request.

When making requests for voluntary contributions to the school funds, parents/carers will not be made to feel pressurised into paying as it is voluntary and not compulsory. The school will avoid sending colour coded letters to parents/carers as a reminder to make payments into the school or maintenance funds. We will also ensure that direct debit or standing order mandates are not sent to parents/carers when requesting for contributions.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents/carers. This list is not exhaustive:

- visits to outdoor activity areas
- sporting activities which require transport expenses
- visits to the theatre
- musical events
- theatre in education visits to school
- visits to educational establishments, to support the children's learning

Transport

Schools **cannot** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated
- transport provided in connection with an educational visit. However, a voluntary contribution may be requested

Remissions Policy

In all cases where parents/carers wish their child to participate, but have difficulty making the full requested contribution, they should discuss this with the Headteacher. The Headteacher will decide upon each case on its merits and with due regard to available funds.

If a charge is to be made for a particular type of activity, for example optional extras, parents/carers need to know how the charge will be worked out and who might qualify for help with the cost. This information should be made available to parents/carers.

The remissions policy must set out any circumstances in which the school or local authority propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, a school may decide to provide an (after-school football club) as an optional extra. The governing body may decide to reduce the cost for those children whose parents/carers are in receipt of certain benefits.

After School Clubs run by external bodies on the School Premises

Other clubs run by external bodies (e.g. PB Education/Mountbatten) are not covered under this policy.

Damage to property or loss of property and breakages

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher.

- Parents and community groups are asked to make a contribution towards replacing damaged or lost school property caused by negligence.
- We follow clear guidelines with regard to replacement costs for lost library books/ guided reading books or other school equipment.
- Parents may be asked to pay for the cost of wilful damage.