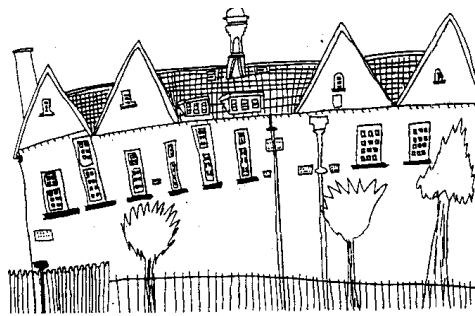


# **Letchmore Infants' And Nursery School**

## **Charging & Remissions Policy**



**January 2025**

**Review Date - January 2027**

The Governors fully implement Sections 449 - 462 of the Education Act 1996 setting out the law on charging in all schools maintained by local education authorities.

**The Objectives of the Charging Provisions:**

- To maintain the right to free school education.
- To establish that activities offered wholly or mainly during normal teaching time are available to pupils regardless of their parents/carers' ability or willingness to help meet the cost.
- To give the school the discretion to charge for optional activities provided out of school hours, while acknowledging that there is no statutory requirement to charge for any form of education or related activity.
- To invite voluntary contributions for the benefit of the school; or in support of any activity organised by the school, whether during or outside school hours.

**The Governors will charge for the following areas of activity as permitted under the Education Act 1996:**

1. Costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours, when provided at the request of the child's parent.
2. School can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where parents/carers have indicated in advance that they would like their child to bring home the finished product.
3. Optional extra activities which take place wholly or mainly outside school hours but which are not provided as part of the syllabus and are not required in order to fulfill statutory duties relating to the National Curriculum or to religious education. Participation in any such activities to be on the basis of parental choice and a willingness to meet such charges as are made. Income from charges associated with clubs which are run by our teaching staff are to cover the cost of use and effective updating of appropriate resources to provide the best possible future provision.
4. Voluntary contributions will be requested for the cost of the following:
  - Transport, admission and insurance for school trips
  - Visiting musicians, theatre groups, authors or other outside agencies

Where arranged visits are to be paid for by voluntary contribution the following wording in a letter to parents/carers will apply:

- *"A voluntary contribution of £... is requested to cover travel costs and entry fee for this visit. We must emphasise however that if most parents/carers do not contribute the above sum then the activity will not be able to take place for any of the children."*
- 5. Parents/carers will be requested to reimburse the school for any costs incurred as a result of any damage to the school's property or equipment.
- 6. School can charge for the use of our facilities, e.g. for out-of-hours childcare, and a profit can also be generated, providing it is spent on the purposes of the school and or on community facilities.

### Charging

- In calculating these costs an amount may be included in relation to:
  - any materials, books, instruments, or equipment provided in connection with the optional extra;
  - the cost of buildings and accommodation;
  - 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; and
  - the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.
- Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge. *If the activity does take place, a child whose parents have not contributed will still be able to attend.*
- Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative

provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils.

- 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 (or even get it free). This information should be made available to parents/carers.
- 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.
- No child will be excluded from extra-curricular activities on the grounds of finance. Children receiving Pupil Premium Funding will be informed of the school's policy to offer any extra-curricular activities and educational visits free of charge. These visits or activities can be funded using the school's allocated Pupil Premium Grant Funding budget.

### Refunds

- When charging for outings, journeys and activities, the school is able to make a small surplus of up to 5% of the contribution. Should this surplus amount to more than £5, refunds will be offered in the form of a cheque.
- If an activity is cancelled, a full refund will be offered as soon as possible.
- The school will not consciously increase the overall charge per pupil in order to subsidise others.
- Where a child misses an outing or an activity due to illness or other unavoidable reason, a refund will be offered at the discretion of the Headteacher.