

# **Charging and Remissions Policy**

## **West Rise Community Infant School and Nursery**



**WEST RISE**

November 2020

This purpose of this Charging and Remissions Policy is to ensure full and free access to a broad, balanced curriculum, and to ensure that no pupil is excluded from a curriculum essential trip or activity because of financial hardship. The policy also identifies areas of activity where a charge may be made.

This policy complies with Sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England.

### **The School will not charge for:**

- an admission application
- 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

### **The School may charge in full or part in respect of the following circumstances:**

- any materials, books, instruments, or equipment, where the child's parent/carer wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances (see below);
- certain early years provision (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, instruments, or equipment. Optional extras are:

- education provided outside of school time that is not:
  - a) part of the national curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is 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);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

The 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.

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 prerequisite for the provision of an optional extra where charges will be made.

### **Music Tuition**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

Charges may be made for vocal or instrumental tuition provided either individually or to groups of any size, where the tuition is provided at the request of the pupil's parent. Charges will only be made when the tuition is not an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.

### **After School Activities**

The school offers additional activities after school as part of educational enrichment. A charge is made for these activities in order to cover the costs of additional staffing and resources. As part of Pupil Premium, the school endeavour to support children who wish to attend but whose parents cannot afford the cost. Where activities are provided by the school, a minimal charge may be made.

## **Extended school activities**

West Rise Breakfast and After School Club are important childcare provision for many of our families. The clubs meet outside of the school day and attract an additional cost. Further information is available from the school office.

## **Voluntary contributions**

Parents and Carers may be asked for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally

The contribution will be explicitly voluntary and pupils whose parents/carers do not contribute will not be discriminated against or excluded. Where there are not enough voluntary contributions to make the activity possible and there is no alternative method to make up the shortfall then the school would have to cancel the activity/visit.

## **Damage/Loss to Property**

A charge may be levied in respect of wilful damage, neglect or loss of school property (or third party property, where the cost has been recharged to the school), the charge to be the cost of replacement or repair, or such lower cost as the Head or Business Manager may decide.

This policy is monitored by the governing body, and will be reviewed every year or earlier if necessary.