

## MEON INFANT SCHOOL

### CHARGING AND REMISSIONS POLICY

The Governors of Meon Infant School are responsible for the implementation of a Charging and Remissions Policy and the determination of any individual case arising from the implementation of the policy.

We recognise the valuable contribution that the wide range of additional activities, including clubs and visits can make towards pupils' personal and social education. We aim to promote and provide such activities as part of a broad and balanced curriculum for all pupils at the school and as additional optional activities. We believe that all of our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents'/carers' financial means

The Governing Body and L.A. cannot charge for:

- An admission application to any maintained school
- 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.
- Education provided on any trip that takes place during school hours. However, Governors have agreed that 'voluntary contributions' will be requested.
- Transport provided in connection with an educational trip (e.g. swimming, sports festivals)

The Governing Body and L.A. can charge for:

- Any materials, books, instruments or equipment where the child's parents wishes him to own them
- Music and vocal tuition, in limited circumstances i.e. not part of either the National Curriculum
- Optional Extras (see below)

Optional Extras:

- Education provided outside of school time that is not:
  - Part of the National Curriculum
  - Part of religious education
- Transport that is not required to take the pupil to school or to other premises where the L.A./Governing Body have arranged for the pupil to be provided with education.
- After school activities – subsidised by DfE/LA/School Funding (where possible)

- Sporting Events – a charge may be made towards transport costs
- Non teaching staff or teaching staff engaged to provide an optional extra
- Freedom of Information –parents will be offered standard paperwork. Requests for documentation up to and including 10 sheets will be provided free of charge, thereafter there will be an appropriate charge per sheet. Parents will be informed prior to the process being undertaken.
- OFSTED reports – a summary report will be issued to parents free of charge. However a charge may be made if a “full” copy is required.
- Breakages: Parents can be asked to pay the full cost or a reasonable amount towards the cost of replacing a broken window or repairing damage to the building/grounds, furniture and fittings, fire extinguishers, defaced, damaged or lost books/materials where this is the result of poor pupil behaviour.

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 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 e.g. after school activity clubs.

#### **EDUCATIONAL VISITS/SCHOOL ACTIVITIES:**

The Governing Body recognises that there is nothing in legislation to prevent the school from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions the Governing Body/Headteacher should make this clear to parents at the outset. They must also make it clear to parents that there is no obligation to make any contribution. Parents may also be offered the opportunity to pay in instalments.

The Governing Body/School accepts that no child should be excluded from any activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit then it must be cancelled.

Parents must agree to charges before a pupil undertakes an activity.

If requested, parents will be issued with a written receipt for any payment made.

#### **REMISSIONS:**

The Governors will always consider remission of charges where evidence is produced of particular hardship i.e. proof that the family concerned are in receipt of income support or job seekers allowance. Each case will be assessed on its merits.