

# **Mrs Bland's Infant and Nursery School**

## **Charging & Remissions Policy**



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**Policy Ratified: July 2021**

**Policy Review Date: July 2022**

## **Introduction**

The Governing Board recognises the valuable contribution that the wide range of additional activities can make towards the children's personal and social development e.g. cooking, short walking trips to the park or shops, special visitors, hatching eggs, butterflies, visits that support topics and themes being taught in class. The Governing Board aims to promote and provide such activities as part of a broad and balanced curriculum for the children.

## **Charging Policy**

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The Governing Board endorses the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

### **1. Admissions**

There is no charge for admissions.

### **2. School meals**

There is no charge for children who are entitled to free school meals or universal infant free school meals (pupils in reception to Year Two). Nursery pupils are not currently eligible for universal free school meals so these pupils will be charged a set amount per meal decided by the Governing Board. Please see Nursery Admissions' Policy.

### **3. Public examinations**

Pupils at Mrs Bland's Infant and Nursery School do not sit examinations and therefore there is no fee for these.

### **4. 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 except for music tuition (**section 8**).

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

### **We may charge for:**

- materials, books, instruments or equipment that the parent wishes their child to keep or own (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).

### **5. 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, *including sports matches against other schools*
- part of the syllabus for a public examination that the pupil is being prepared for by the school (this would usually only apply at Mrs Bland's if a child showed a particular talent in playing a musical instrument)
- 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
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school e.g. a music exam
  - 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.
- extended day services offered to pupils (e.g. breakfast club, after school club, nursery lunches etc)
- Theatre visits or enrichment visits which are not part of the National Curriculum.
- Clubs offered after school by third parties

### **The cost of optional extras**

The headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the headteacher on the recommendation of the Finance and Resources Committee. The charges, when determined, will be published on the school's website and appended to this policy.

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 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.
- The costs of buildings and accommodation.

Participation in any optional extra activity will be based on parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## **6. Activities that take place *partly* during school hours either on or off site**

Where most of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where most 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 5**.

## **7. Residential activities (these do not currently take place at Mrs Bland's)**

### **Activities**

The school may charge for residential activities that fall **outside** of school hours (**see section 5**).

## **8. Music tuition within school hours**

Mrs Bland's School follows government 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 or a public examination syllabus being followed by the pupil(s).

The school may charge for teaching requested by parents 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 and, in the case of tuition in playing a musical instrument, shall not exceed four pupils) 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.

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

There is no charge for vocal or instrumental tuition for a student who is looked after by a local authority. This includes instruments, music books and exam fees.

## **9. Extended services**

Mrs Bland's School provides a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- Breakfast Club and After School Club - Bumblebees
- ways of intervening early when children are at risk of poor outcomes,
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

## **10. Refunds**

Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the headteacher. If approved, refunds will be processed via the original method of payment.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school because of a pupil's breach of the school's behaviour policy.

## **11. Damage to property and breakages**

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all 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 the cost to those responsible.

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

## **12. Remissions and concessions**

The school will consider the remission of charges to parents or 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 and have an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher 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 board and headteacher.

## **13. Voluntary contributions**

The school 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 by the school. If the activity is cancelled all monies paid will be returned to parents.

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

If there is a surplus or deficit, this will be added to or written off from the Main School Fund Account.

#### **14. Inability or unwillingness to pay**

Mrs Bland's 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 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 of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

#### **15. Complaints**

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.

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**This policy will be reviewed annually.**