

# **Cottesbrooke Infant & Nursery School**

## **Charging and Remissions Policy Statement**

### **Rationale**

The Governing Body of Cottesbrooke Infant & Nursery School recognise the valuable contribution that the wide range of additional activities, trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The Governing Body is also committed to ensuring the best outcomes for the children of the school and that children begin their education with the best possible chances for success.

### **Context**

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. It goes on to advise that 'although schools cannot charge for school time activities they may still invite parents and others to make voluntary contributions. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind'.

### **Aims**

- To make school activities accessible to pupils regardless of family income
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To encourage and promote external activities which give added value to the curriculum
- To respond to the wide variations in family income whilst not adding additional unexpected burdens to the school budget
- To develop a range of activities which form part of the school's forward planning and process and is linked to the annual budget cycle. The identification of specific resources may be identified to support activities from the school budget, school fund or voluntary contributions.

### **Legislation – Education During School Hours**

The DfE in its guidance to school governors states that 'education provided during school hours must be free. The definition of 'education' includes materials, equipment and transport provided in school hours by the LA or the school to carry pupils between the school and an activity'. It goes on to advise that 'although schools cannot charge for school time activities they may still invite parents and others to make voluntary contributions. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind'.

### **Education Outside School Hours**

Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or Religious Education. Charges may be made for other activities

that happen outside school hours if parents agree to pay. It is up to the governing body to decide whether to make a charge.

### **Charging & Remission Policy**

To ensure that access to activities becomes a reality and that outcomes reflect intentions, Cottesbrooke Infant & Nursery School will implement the following Charging & Remission Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between income, entitlement and access.

This policy takes into account the very real and persistent difficulties which some families have in meeting the costs of educational activities for their children. No pupil will be excluded from a planned visit through inability to pay a voluntary contribution. Voluntary contributions will be collected via the class teacher using the same procedure that is already in place for collecting any school monies.

If a charge is made for each pupil, this will not exceed the actual costs. Charges will take into consideration the projected number of children, cost per head, transportation costs, entry fees, discounts, insurance, teacher costs etc. If further funds need to be raised this must be done by voluntary contributions or general fund raising.

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school:

#### **Full Time Nursery Provision**

Nursery age children are entitled to 15 hours of free education per week during term time which is funded by the LA. At Cottesbrooke Infant & Nursery school children are allocated a set pattern of attendance based on parental choice and availability; this is either 5 morning sessions or 5 afternoon sessions totalling 15 hours per week.

Children of parents who are in full time employment (16 hours and above) may be entitled to 30 hours free nursery education. This will cover the morning and the afternoon sessions but the school will make a charge for a meal (if taken) and childcare through the lunchtime period. This childcare can be obtained tax free through Government funding please see <https://www.gov.uk/help-with-childcare-costs/tax-free-childcare> for details.

#### **Late Pick-Up**

A charge is made for childcare if a child is picked up after 3.20 pm from school, 11.35 am from the morning Nursery session or 3.35 pm from the afternoon Nursery session. This figure is currently £5.

#### **Activities outside School Hours**

The full cost to each pupil of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum.

#### **Individual Instrumental Tuition**

The full cost to the pupil for providing any instrumental tuition if the cost is not an essential part of the national curriculum or examination syllabus.

## **REMISSIONS**

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities and to the School Fund. Pupils will not be treated differently whether or not their parents have made a contribution.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Head Teacher in consultation with the Chair of Governors will make authorisation for such remission.

## **VOLUNTARY CONTRIBUTIONS**

Voluntary contributions may be requested from parents to cover the cost of the following activities:

Cost of materials, bus or coach fares, entrance fees, school visitors, after school activities.

## **GENERAL**

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.