



Wigton Infant School

Charging and Remissions Policy

Wigton Infant School recognises the valuable contribution that a wide range of extra-curricular activities, including trips, clubs and residential experiences can make towards the education of our young people and aims to promote and provide such activities both as part of a broad and balanced curriculum for pupils and as additional optional enrichment activities.

Wigton Infant School strives to ensure that all young people have an equal opportunity to benefit from such activities, both on and off site and within and outside of the curriculum, regardless of their family's financial means. To ensure transparency in setting charges and also to ensure all young people are able to access all of the provision we offer, this Policy sets out our approach to charging and remissions. It has been informed by adherence to the law and by following national government guidance.

The purpose of this Policy is to ensure that, during the school day, all young people have full and free access to a broad and balanced curriculum. The school day is defined as Monday to Friday 9.00am -3.00 pm excluding the lunchtime period. A school session is equivalent to half a day i.e. either one morning session before lunch or one afternoon session afterwards.

Where this Policy refers to parents we mean any person with parental responsibility for a child or young person.

This Policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

Admissions

No charge will be made for any aspect of the admissions process to this school.

During the school day

There is no charge for education provided during normal school hours. This includes all activities related to the National Curriculum and religious education as well as the materials, equipment and transport required to provide it.

We recognise that the definition of 'part of the National Curriculum' is not limited to learning outside the classroom experiences required as part of a specific subject e.g. geography or science fieldwork, but also includes activities designed to fulfil requirements under the National Curriculum 'inclusion statement' and others as applicable. A charge

may be made to cover the cost of any ingredients or materials where parents have confirmed in advance that they wish their child to own the finished product.

From time to time we may invite a non-school based organisation such as Silverband Falconry/MM Productions to deliver an activity during the school day. In some cases parents may be asked for a voluntary contribution towards the cost of the activity.

Outside the school day / Optional Extras

No charge will be made for education provided outside of normal school hours if it is part of the National Curriculum or part of religious education.

The Governing Body reserves the right to charge parents for the activities deemed to be optional extras. Such activities may include, for example, a visit to the Theatre unless it is part of a national curriculum subject area.

We will ask parents for voluntary contributions to help school fund the range of opportunities we may offer, but no young person will be excluded from an activity on the basis of a parent's inability or unwillingness to pay this contribution. The Governing Body reserves the right, however, to cancel an activity in its entirety if insufficient voluntary contributions are received.

After school clubs and activities are wholly outside of school hours and do not fall under the definition of education above.

Families on a low income who are unable to pay such charges should speak to Mrs Summerfield in complete confidence.

In calculating the cost these activities, 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, this includes supply teachers engaged specifically to provide the optional extra; and

School Milk

We operate a milk scheme in school and charge only what the milk costs the school. Milk is free for those children who are entitled to free school meals and those who are under five.

Before and after school care

Charges will be made for any services offered to pupils before school, after school and during school holidays, with the level of fees and any remissions to be set and reviewed regularly by the Breakfast Club/After School Club committee.

Damage to property

The school will attempt to recover some or all of the costs incurred repairing wilful damage or breakage of school property or wilful damage or breakage of property belonging to a third party where the school has been charged. The actual amount will be determined by the Head teacher.

Calculating charges

When charges are made for any activity, they will be based on the actual costs incurred, divided by the total number of pupils participating. School will whenever possible subsidise activities. The principles of best value will be applied when planning activities that incur costs to school and/or charges to parents.

Debt Recovery

The Governing Body authorise school to take all reasonable measures to collect debts as part of its management of public funds. In doing so it will observe the relevant financial regulations and any other legal requirements.

Staff will follow set school procedures to secure the collection of all debts. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it. Only debts below that allowed for in the annual funding letter issued by the Secretary of State may be written off. The recovery of any sums above this amount will be referred first to the Governors and then to the Secretary of State for approval. If any debtor has a number of debts that together exceed the write-off limit then these will be treated as a total amount.

Unless a decision to write-off a debt is demonstrably a reasonable course of action, authorisation is in place to initiate legal or other action to recover debts.

A formal record of any debts written off will be maintained and this will be retained for 7 years.

Arrangements for Monitoring and Evaluation

The Finance Committee of the Governing Body will monitor the impact of this policy throughout the year.

Associated policies and procedures

- Educational Visits Procedures
- Single Equality Scheme

APPROVED BY:

Name: D Ostle

Position: Chair of Governors on behalf of the Governing Body

Date: 6th March 2018

