



All Saints C of E Infant School Tilford

Charging and Remittance Policy

Co-ordinator responsible for this policy
In consultation with Staff and Governors

Mrs Sara Bedford

Date adopted

Autumn 2017

Review date

Autumn 2019

All Saints C of E Infant School provides education to its pupils free of charge if it takes place wholly or mainly during school hours, school hours being those hours when a school is actually in session and not including the break in the middle of the day. This means that neither the pupil nor his or her parents or guardian may be required to pay for, or to supply, any materials, books, instruments or other equipment for use in connection with education provided during school hours.

The Governing Body's Charging Policy

Charges made for events in school may:

- a) not exceed the actual cost. If further funds are needed for additional costs e.g. to help hardship cases this must be by voluntary contributions or general fund raising.
- b) include an allowance for the costs of teachers from the school who supervise the activity.

Music Tuition

A charge may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school hours.

Activities run or involving a Third Party

Any activities, such as after school club, etc run by an organisation other than the Surrey County Council or All Saints Infant School governing body may levy a charge directly on parents for activities organised in school hours.

Education Provided Out of School Hours

Where education is provided out of school hours, charging is permitted, except where the education is provided:

- a) to fulfil any requirements specified in the syllabus for a prescribed Public examination; or
- b) Specifically to fulfil statutory duties relating to the National Curriculum:
- c) Fulfil duties relating to Religious Education.

In these cases the only charge that may be made is for board and lodging or for residential trips.

Surrey County Council or the school's governing body may choose to remit charges in whole or part in certain circumstances. As a statutory minimum they must provide for complete remission of board and lodging charges to pupils whose parents receive Income Support, Child Tax Credit, Income Based Job Seekers Allowance and support under part of Immigration and Asylum Act 1999 but not Working Tax Credit. If the activity is deemed to take place during school hours, or is out of school hours but is covered by the criteria set out above, the LA or governing body may not charge for anything unless it has drawn up a statement of general policy on charging.

Voluntary Contributions

The school may ask for voluntary contributions to support any school activity, whether during or outside school hours, residential or non-residential, and including inviting parents to supply or pay for materials

used in craft and cookery lessons etc where they wish to own the finished product. Such contributions must, however, be genuinely voluntary.

All requests for voluntary contributions will make it clear:

- a) that there is no obligation to contribute; and
- b) that registered pupils at a school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

If an activity cannot be funded without voluntary contribution, the school governing body or the head-teacher should make this clear to parents at the outset. At the same time it can be made equally clear that the activity will not take place if parents are reluctant to support it.

Hardship

The Headteacher will ensure that all parents are informed by letter, when initial information is sent out about any activity, that charities will be approached to support hardship cases. However, parents must inform the school in good time for this to be possible.

There is no limit to the level of voluntary contributions which parents or others can make to school activities, nor is there any restriction placed on the use which can be made of such contributions, provided they are used for the purpose specified in the request for them. They could, for example, be used to subsidise pupils from low-income families, or the cost of travel for accompanying teachers.