

Ascot Heath Infant School

Charging and Remissions Policy



"Confident learners in a happy, safe and secure environment"

The charging policy at Ascot Heath Infant School is in keeping with appropriate legislation and is adopted from the Bracknell Forest Model Policy.

No charge is made for admission into Ascot Heath Infant School.

EDUCATION DURING SCHOOL HOURS

Where an activity is part of the syllabus of a prescribed examination or is required to fulfil statutory duties relating to the National Curriculum or to religious education, then charges may not be made for tuition, materials or transport. This includes out of school activities, and transport to swimming or other sports facilities.

It is standard practice that no charge will be made for materials to be used in craft and home economics lessons, although a charge may be levied if parents have indicated in advance that they wish to own a finished article. Any charge will not exceed the cost of materials. Alternatively the parent may be required to provide the materials in question.

Charges may be made for instrumental music tuition for individual pupils or pupils in groups of up to four where that tuition does not form part of the National Curriculum.

'School hours' are those in which the school is actually in session, not the break in the middle of the day.

A non-school organisation which arranges an activity to take place during school hours may charge parents who want their child to join the activity. Parents wishing their child to participate in the activity must obtain the school's permission for their absence from school.

CONTRIBUTIONS

Voluntary contributions in cash or kind may be made for educational enhancement activities taking place during or outside the school day. It is permissible to warn parents in advance that unless sufficient contributions are received, the activity will not take place.

The Governing Body may ask for an annual voluntary contribution to allow the school to continue to provide excellent provisions to the pupils. Details will be kept of how this voluntary contribution is spent and available on request.

REMISSIONS

The Governing Body does not wish to see any child disadvantaged because their parent(s) are unable to pay. In the case of genuine financial difficulty the parents/guardians of a pupil should contact the Head Teacher in the strictest confidence to discuss possible options.

CHARGES FOR OUT OF SCHOOL ACTIVITIES

Any activity which takes place wholly or mainly outside school hours, before or after school or in the lunch break, is defined as an 'optional extra' and can be charged for. Examples of these activities could be a gardening club or recorder group which may be run voluntarily by staff.

Charges for 'optional extras' outside of school hours should, where relevant, include:

- staff costs - including management, support (including site, ICT and other) and supervisor and teacher costs. A separate contract should be given to staff involved in activities, otherwise no charge is possible.
- the additional cost of support services such as power, water and insurance.
- materials, books and equipment
- entrance charges to facilities

With an 'optional extra' parents can chose whether their children attend or not. No profit will be included from any charges made - it is to be based on the actual cost of the activity divided by the number of pupils taking part. Sometimes the cost might be reduced by fundraising.

Damage to Property.

The Governing Body reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

Fund Raising

The Governing Body, Parents Association and the staff are proud of the excellent facilities and opportunities available to the pupils. It is anticipated that parents will wish to contribute to the school's funds through the varied fund raising activities throughout the year. The funds generated are used to help meet costs of providing extra facilities or reducing the charges for activities not covered by government grants. Information on any fund raising initiatives will be distributed to all parents/carers in advance of the activity. Parents have the right to withdraw their child from any activity by writing to the class teacher.

Document Management and Control

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