



## **Telford Infant School**

### **LOVING LEARNING**

**Every child to be an inquisitive, resilient and successful learner who is eager for their next challenge.**

### **Charging and Remissions Policy**

<b>Manager:</b>	Headteacher
<b>Date of latest update:</b>	July 2021
<b>Date of next review:</b>	July 2023

*This Policy is available for Staff and Governors on One Drive.  
It is also available for parents on the school website and on request from the school office.*

#### **INTRODUCTION**

This policy has been drawn up in accordance with Sections 449-462 of The Education Act 1996 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities.

It describes how we endeavour to offer a good range of visits and activities to supplement the normal curriculum whilst trying to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

#### **VOLUNTARY CONTRIBUTIONS FOR ACTIVITIES AS PART OF THE CURRICULUM**

When arranging school trips, visits or workshop activities, which enrich the curriculum and educational experience of the children, the school may invite parents to make a voluntary contribution towards the cost. The school will ensure that all communications asking for contributions will inform parents that these contributions are voluntary.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in

the trip or activity as long as parental consent has been given. However, the school reserves the right to cancel trips, activities or events if we do not receive sufficient voluntary contributions and they subsequently become financially unviable.

If appropriate and if funds allow, the school may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded and the school will provide this information on request.

## **REMISSIONS**

Parents may contact the Head Teacher or School Business Manager in confidence to discuss difficulties in making payments. Individual arrangements will be made to ensure that no child is disadvantaged due to financial hardship.

Each September, or when a child becomes eligible for the Pupil Premium Grant, the Headteacher writes to the parents of those children informing them of arrangements for that academic year of how the Pupil Premium Grant may be used to ensure eligible children have full access to all opportunities offered. Further details can be provided to all parents by contacting the Headteacher.

Points to note:

There is no legal obligation to make a voluntary contribution;

Parents may wish to make part payment of a voluntary contribution requested by the school;

Pupils will not be excluded through parents' inability or unwillingness to pay;

Pupils of parents who cannot contribute will not be treated any differently;

Requests made for voluntary contributions made in respect of individual pupils must not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

## **SPECIAL NEEDS**

No pupil with special needs or disabilities of any sort will be treated any differently from any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a disadvantage. When special provision is necessary to support a child with special needs, resources will be made available from EHCP funding or Special Needs budget.

## **MUSIC TUITION**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers from Warwickshire County Music Service teach individual or small group lessons and make a charge for these lessons.

The Music Subject Leader is responsible for providing parents with information about additional music tuition which outlines the financial commitment they are making. If payments are not received, parents will be asked to honour this commitment. In addition we will ask them to consider if they wish to continue with lessons and make back payments. The school cannot subsidise continual non-payment for music lessons and if contributions are not forthcoming, the school reserves the right to stop lessons and the amount outstanding will still need to be paid. Parents will be asked to sign a contract before starting music lessons, which will clearly state the arrangements for payment and the procedure that will be followed if there are areas of concern.

### **RESIDENTIAL TRIPS**

If a residential visit is organised in or mainly in school time to meet the requirements of the National Curriculum then a charge will be made to cover the costs of board, lodging and insurance. Parents in receipt of some state benefits will be exempt from these charges and this information will be given with the details for the residential school trip.

### **ACTIVITIES NOT RUN BY THE SCHOOL**

When an organisation acting independently of the school arranges an activity to take place and parents want their children to join the activity, such an organisation may charge parents. This would include after school clubs organised by outside organisations e.g. Fit2Dance, Bayleaf Cookery, GoGo Makers Craft Club. All arrangements for these activities are to be made between the outside body and parents. The school will not take payment for these activities.

### **OTHER OPTIONAL ACTIVITIES OUTSIDE OF SCHOOL HOURS**

Activities which would take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education may be chargeable.

### **BREAKAGES AND DAMAGE TO SCHOOL SITE AND PROPERTY**

Where a pupil's behaviour results in damage to school property or equipment, the pupil's parents may be asked to pay for the necessary repair or replacement. Each incident should be dealt with on its own merit and at the schools discretion.

### **PAYMENT OPTIONS**

We are a cashless school - other than:

PTA payments which are dealt with directly by members of the PTA Committee.

Charity donations which are collected in classes or in the school hall. Donations are then sent directly to the school office for safekeeping in the school safe until it has been counted and banked by member of staff nominated by the Headteacher.

Payment for everything else should be made via ParentPay online and when appropriate we set up payment for activities by instalments.

**REVIEW**

The Headteacher, School Business Manager and Governors with responsibility for Finance reporting to the FGB will review the effectiveness of these charges at least annually. This policy will be revised every two years or sooner if required.