

Hillshott Infant School and Nursery

Charging and Remissions Policy

2023



The responsibility for updating this policy lies with the Headteacher. The policy will be reviewed every 2 years in consultation with the governing body or more frequently if advised.

Signed: Melissa Peacock	Headteacher	Date November 2023
----------------------------	-------------	-----------------------

Statement of intent

At Hillshott Infant School and Nursery we believe that all children should have an equal opportunity to benefit from school activities and visits, independent of their parent / carer's financial means.

This policy describes how we will do our best to ensure a good range of visits and activities are offered to all children to support their learning and development. At the same time, we try to minimise the financial barriers which may prevent some children from taking full advantage of the opportunities.

The governors recognise that the school premises constitute an asset for the local community, both within and outside school hours. They acknowledge that the use of the premises is ultimately a matter for the Headteacher but they positively encourage the utilisation of the school building and land in a manner which is consistent with the aims and purposes of the school.

Allowing the school premises to be used outside school hours is not without its costs; this policy is designed to ensure that the school is covered financially when doing so.

All post-Nursery education during school hours is paid for by the Local Authority; there is no charge for any activity undertaken as part of the National Curriculum. Many before and after-school activities are also free however where we incur extra costs, there may be a small charge.

Relationship to other school policies

This policy complements the following policies

- Equality Policy
- Teaching and Learning Policy
- Health and Safety Policy.

Roles and responsibilities of Headteacher, other staff and governors

The Headteacher, staff and governors will ensure that charges are only made where necessary.

Activities where no charges will be made

For education provided:

- during school hours (including the supply of any materials, books, instruments, other equipment or staffing costs)
- outside school hours if it is part of the national curriculum, or part of the schools' basic curriculum for religious education
- on any activity that takes place during school hours.

Activities for which charges may be made

Charges will be made as indicated below. Family agreement will be obtained before a charge is made. Charges will not exceed the actual cost (per pupil) of provision.

Activity or item which will or may be charged for	Notes	Remittance or help available
Any materials, books, instruments or equipment where a parent wishes their child to own them	Examples include clay models - a charge to cover cost of the clay Cooking ingredients where the child wishes to take home the item	Currently there is no charge for these items
School visit in school hours (including visitors coming into school)	Parents/carers may be asked to make a voluntary contribution towards the cost.	The school takes care to minimise costs by obtaining a range of quotes and considering alternative providers where possible. Individual agreements may be offered to those meeting certain conditions (see list at end) The school seeks local grants for school trips where possible
Swimming lessons	Swimming can only take place if realistic contributions are given to cover all related costs.	Currently there is no charge for swimming lessons as these are paid from Sports Premium Grant
The school reserves the right to charge for the cost of damage to the building, resources, replacing lost or broken equipment	For example, a deliberately broken or damaged item of furniture or equipment, lost reading or library book	
After or before school activities	The school welcomes clubs and visitors to undertake additional activities. Care is taken to assess that a realistic level of charge is made. Such companies must have insurance and safeguarding measures are applied.	The school will attempt to find funding sources for subsidising such activities.

Families qualifying for remission or help with some charges

In order to remove financial barriers, the governing body has agreed that certain events and activities (where charges can legally be made) may be offered at a reduced charge to certain groups of individuals. The criteria are as follows:

Parents or carers in receipt of

- income support
- income based jobseekers allowance
- support under part VI of the Immigration and Asylum act 1999
- Child Tax credit provided that working tax credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules

- guaranteed state pension
- additional categories may claim help with some costs in some circumstances agreed by governors

Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits at the start of each term so that parents can plan ahead
- systems for payment in instalments will be set up
- if the opportunity for a visit or trip arises at short notice payment in instalments can continue beyond the date of the trip
- we will avoid "first come first served" methods of selection

Arrangements for monitoring and evaluation

The governing body will monitor the impact of this policy by receiving a regular report on those activities that resulted in charges being levied, the income received and the cost of the activity to the school. It will seek to evaluate the impact of the schools extended services on those children most in need of support.