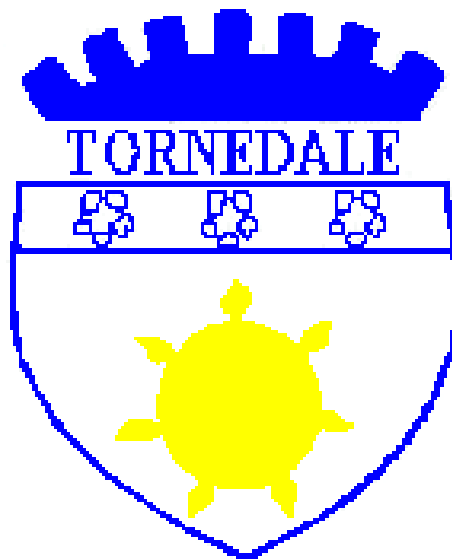


Rossington Toredale Infant School

Charges and Remissions Policy



Date procedure ratified:	June 2020	February 2022	January 2023	
Date for next review:	June 2021	February 2023	January 2024	
Signed by Chair of Governors:	J Purcell 19/06/2020	J Purcell 03/02/22	J Purcell 26.1.23	
Signed by Headteacher:	L Almunshi 19/06/2020	L Almunshi 07/12/21	L Almunshi 24.1.23	

Tornedale Infant School

Charges and Remissions Policy

Statement of Intent

Tornedale Infant School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- not to charge for education provided during school hours.
- to inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

1. Legal Framework

1.1 This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- DfE (2018) 'Charging for school activities'
- DfE (2019) 'Governance handbook'

2. Charging for Schools Activities

2.1 We will not charge parents for:

- education provided during school hours.
- education provided outside school hours if it is part of the national curriculum, or part of religious education.

2.2 We may charge parents for the following:

- Materials, books, or equipment, where they desire their child to own or have exclusive use of them for an agreed period of time - *full cost or contribution decided by the Headteacher*
- After School Clubs provided by the school to contribute towards the cost of coaches or purchase of necessary equipment - *£1 per session (free to pupils in receipt of free school meals)*
- Breakfast Club provided by school to contribute towards the cost of staffing and food - *50p per session (free to pupils in receipt of free school meals)*

3 Voluntary Contributions

- 3.1 We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.
- 3.2 Parents will be notified in advance of all activities/events which require special financial considerations. The notification will include a description of the activities to be undertaken and the anticipated costs (per pupil) which will take into account any entry fee and coach travel.
- 3.3 No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 3.4 We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

4 Damaged or Lost Items

- 4.1 The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or

their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, eg, financial hardship.

5 Remissions

5.1 We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

5.2 Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on - paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit - if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

5.3 To request assistance, parents should contact the Headteacher.

6 Refunds

Tornedale reserves the right to refund charges in full or in part to parents in cases where a student is subsequently unable to participate in the trip/activity, eg, due to illness. The Headteacher will decide whether circumstances permit a refund to be issued.

7 Monitoring and review

This policy will be reviewed annually by the *Governing Body* and they will assess its implementation and effectiveness.