

# Feltham Hill Infant & Nursery School

## Charging and Remissions Policy

### October 2019

The Charging Policy supports an ethos of inclusion for all children. It will ensure all children have access to the wide range of exciting enrichment opportunities at the school.

The Policy clearly sets out types of activity that can be charged for and when charges will be made.

*Prepared by: Headteacher Oct 2019*

*Discussed with: DH & SBM Oct 2019*

*Shared with Governors through governors shared space*

*To be Reviewed and updated: Oct 2021*

### **Introduction**

- The law on charging in connection with education in maintained schools is set out in sections 449 - 462 of the Education Act 1996.
- Section 457 requires both the Local Authority and Governing Body to determine and keep under review a policy in respect of both charging and remission arrangements.
- No charge may be made by a school's governing body unless it is included in the policy.
- Parents/carers are asked for contributions but cannot be directed to pay.

### **Roles and Responsibilities**

- The governing body has overall responsibility for the charging and remissions policy.
- The Headteacher is responsible for ensuring charges will be no greater than the actual cost.
- The Headteacher (HT) will ensure children are not excluded from activities due to parent/carers financial situation.

### **Charges at School**

- Charges will be made for:  
School trips, after school clubs, some school uniform and some school equipment.
- Payments should be made through ParentPay, a cashless scheme which can be accessed via the school website.
- However, there are opportunities for parents/carers to pay with cash at the school office for small items, or at a convenience store using PayPoint.
- The charge will not be greater than the actual cost of the activity divided equally between the pupils.

### **After School Clubs**

The School Business Manager (SBM) organises a comprehensive programme for after school clubs for Year 1 & 2 children.

- A charge will be made to parents/carers of pupils attending an after school club.
- The charge will be the cost of the service shared equally between the numbers of pupils attending.
- Parents/carers will agree to the cost by way of proof of purchase via ParentPay.
- Pupil Premium children will be eligible for free clubs as the cost will come from the Pupil Premium Grant (PPG).
- Parents/carers with financial difficulties will be encouraged to speak to the HT or SBM so that their child is not excluded from a club.
- If there is an insufficient number of pupils to cover the cost the club will be cancelled.

### **Enrichment Activities**

- The Headteacher alongside Senior and Middle Leaders organises a wide range of enrichment activities to enhance children's learning.

- The enrichment timetable includes special days, school trips and visitors to the school.
- A diary of activities is on the school website.
- There is a cost centre agreed with governors, in the school's budget to support the enrichment timetable.
- Parents/carers are not asked to contribute to enrichment activities.

### **Educational Visits**

- There will be an educational visit for each year group at least once an academic year to support and extend children's learning.
- Some year groups will also have local visits.
- There is a diary of visits on the school website.
- The cost of the visit will include coach costs, entrance fees for children and staff (where appropriate) and relevant insurances.
- The charge will be divided between the numbers of pupils attending.
- Parents/carers will usually not be charged the full cost of the visit as the HT and governors have allocated an enrichment cost centre to subsidise trips.
- Parents/carers will agree to the cost by way of proof of purchase via ParentPay.
- Parents/carers will be notified at least four weeks before the trip so they can pay in instalments where necessary.
- If there are insufficient contributions from parents/carers a trip may have to be cancelled.
- There will be some funding for Pupil Premium (PP) children if the parent/carers are unable to make payments.
- Parents/carers with financial difficulties should make an appointment to speak to the HT or SBM so that their child is not excluded.

### **School Visitors**

- There will be educational visitors for each year group several times a year to support and extend children's learning and as part of the enrichment programme.
- Some year groups may have a few visitors each term to enhance a new topic.
- There is a diary of visitors on the school website.
- These visitors are either free e.g. fire brigade or funded from the enrichment cost centre.
- Parents/carers will not be asked to contribute towards the cost.

### **School Uniform**

- Children must wear a school uniform.
- The uniform consists of grey trousers, grey skirt, white polo shirt and green jumper or sweatshirt.
- The majority of the uniform can be bought from a local supermarket.

- However, a green school sweatshirt can also be bought from the office (see Appendix A).

### **Book Bags**

- All Reception pupils and children new to the school will receive a free book bag (see Appendix A).
- The bag will contain a record book and the child's reading books.
- If the book bag is lost parents/carers are asked to pay for a replacement.
- Parent/carers will also be asked to contribute towards a new reading book.
- The school will provide a new record book.

### **Water Bottles**

- All Nursery and Reception children and any child new to the school will be given a free water bottle.
- If the water bottle is lost parents/carers can pay for a replacement (see Appendix A).
- Parents/carers may wish to purchase a new lid for the bottle for health and safety reasons.
- Some families prefer to provide their own drinks container.
- The school has a 'water only' policy.
- There are water fountains in each year group for children to regularly top up their bottles.

### **PE Bags**

- For Health & Safety reasons, parents/carers are asked to provide a PE kit so that their child can participate in physical activities.
- The kit will include white T shirt, green shorts and plimsolls which can be purchased from local supermarkets.
- The PE kit has to be kept in a PE bag (see Appendix A).
- The PE bag can be purchased from the school office.
- However parents/carers can use other PE bags if they prefer.

### **Milk**

- Parents/carers can purchase milk for their child.
- Milk is bought on line through a company called Cool Milk.
- There is a link to Cool Milk on the school website.
- Children who are under five are entitled to free school milk.
- This free milk stops as soon as a child has their 5<sup>th</sup> birthday.

### **Where Charges Cannot Be Made**

- The school is unable to charge for education during school hours including school books and materials.
- Transporting pupils to the Centre where the local authority has a statutory obligation to provide transport.

### Appendix A

#### Price School Resources - Academic Year 2019-2020

<b>Resource</b>	<b>Cost</b>
<b>Sweatshirt</b>	<b>£7</b>
<b>Book Bag</b>	<b>£3.50</b>
<b>Water Bottle</b>	<b>£1.30</b>
<b>Replacement Lid</b>	<b>15p</b>
<b>PE bag</b>	<b>£2.50</b>