

Feltham Hill Infant & Nursery School

Charging and Remissions Policy

November 2023

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: SBM - November 2023
Discussed with: HT& Strategy November 2023
Shared with Governors through governor hub
To be Reviewed and updated: November 2024*

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.
- The DFE also offers guidance on statutory policies for schools.
- 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.

Definitions

- **Charge:** a fee payable for specifically defined activities.
- **Remission:** the cancellation of a charge which would normally be payable.

Roles and Responsibilities

- The governing body alongside the Headteacher (HT) and school business manager (SBM), 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 pupils are not excluded from activities due to parent/carers financial situation.

Charges at School

Charges will be made for:

- School trips, after school clubs, school sweatshirts with the logo on, swimming lessons for Year 1 and Year 2 and some school equipment.
- Payments for school trips and clubs should be made through ParentPay, a cashless scheme which can be accessed via the school website.
- Payments for school sweatshirts or school equipment should be made with debit/credit card at the school office.
- 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), alongside the HT, organises a comprehensive programme of after school clubs for Year 1 & 2 pupils.

- 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 Deputy Headteacher (DH), alongside, the HT, subject leaders and year leaders, organise a wide range of enrichment activities to enhance the curriculum.
- These will be planned over a pupils' school life.
- 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 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.
- 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 visitors including workshops for each year group, throughout the year to support and extend children's learning of the curriculum and as part of the enrichment programme.
- The Deputy Headteacher (DH), alongside subject leaders and year leaders ensure that there are different experiences for pupils, throughout their school life.
- 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, green cardigan or green sweatshirt.
- The majority of the uniform can be bought from a local supermarket which parents/carers are encouraged to do.
- However, a green school sweatshirt with a school logo can be bought from the office (see Appendix A).

School Equipment

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 if it is lost or damaged.
- The school will provide a new record book.

Water Bottles

- All Nursery children and those new in Reception, as well as, 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).
- Some families prefer to provide their own drinks bottle.
- The school has a 'water only' policy.
- There are water fountains in each year group for children to regularly top up their bottles.

PE Kits / PE Bags

- For Health & Safety reasons, parents/carers are asked to provide a PE kit so that their child can participate in physical activities.
- For Year 1 and Year 2, children are asked to come into school wearing their PE kit on their PE days.
This will be tracksuit bottoms or shorts (black or grey), white t-shirt and black trainers.
- For Reception, pupils will bring their PE kit in a PE bag.
It will include white t-shirt, black or green shorts and plimsolls which can be purchased from local supermarkets.
- The PE bag can be purchased from the school office (see Appendix A).
- 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 5th birthday.

Where Charges Cannot Be Made

- Admissions applications
- 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 2023-2024

Resource	Cost
Sweatshirt	£7.75
Book Bag	£3.60
Water Bottle	£2.00
PE bag	£2.90