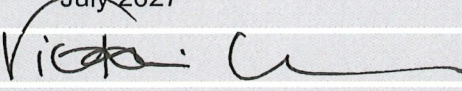
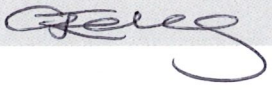


# Charging and remissions policy

## Reed First School



Learning Together, Learning for Life

|                     |                                                                                     |       |            |
|---------------------|-------------------------------------------------------------------------------------|-------|------------|
| Approved by:        | Full Governing Body                                                                 | Date: | 15/07/2022 |
| Next review due by: | July 2027                                                                           |       |            |
| Signed Headteacher: |  |       |            |
| Signed CoG:         |  |       |            |

## **Purpose**

We believe that all pupils at Reed First School should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## **What was consulted?**

The policy has been informed by A Guide to the Law for School Governors and the DCSF guidance "Planning and Funding Extended Schools" and "Charging for School Activities" (January 2009).

## **Relationship to other school policies**

The policy complements the school's policies on equality, curriculum areas, educational visits and teaching and learning.

## **Roles and responsibilities of the Headteacher, other staff, governors**

The Headteacher, staff and governors will ensure that the following applies:

No charges will be made for:

## **Admission, National Curriculum and School Meals**

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments, or other equipment)
- Education provided outside school hours if it is part of the national curriculum.
- Books, materials, equipment and instruction in connection with the National Curriculum or Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.
- School meals for pupils registered for Free School Meals including Universal Infant Free School Meals

## **Transport**

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated

## **Residential visits**

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:  
The national curriculum
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

## **Where charges can be made**

Below we set out what the school can charge for.

### **General charges**

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them including items of equipment and uniform with the school logo purchasable on site (further details are available in our prospectus and on our website).
- Any materials, books, instruments or equipment which has been lost or damaged in a pupil's or parent's care.
- Community facilities (please see separate Lettings Policy)
- Nursery provision – For any nursery child attending our setting for durations exceeding the government funded 15 hours per week, we will require additional charges at an hourly rate, in addition to the cost of lunch and lunchtime supervision to be paid. (Further details are available on our website)
- Education provided outside of school time that is not part of The National Curriculum.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs).
- Milk can be ordered for pupils if requested by parents.
- We have clubs that run at different times of the year after school which provide a rich and varied programme of activities. They are run by individuals or organisations and may be charged for. Letters are sent out in advance to notify parents / carers of what is available and the cost for each session/term. These clubs include a number of free or subsidised places for pupil premium children.

### **Residential activities**

- Travel, board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of Universal Credit may not be charged for board and lodging costs.

### **Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the governing board has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated above. Criteria for qualification for remission are given below.

### **Voluntary contributions**

The school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

Workshops and off site visits where charges will cover the cost of tickets, entry fees, travel, administration fees and any extra staff costs.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. However, if the school is unable to raise enough funds for an activity or visit then it will be cancelled. In this case, any financial contribution already made will be reimbursed.

### **Wrap Around Care: Early Birds and Night Owls**

Following guidelines from the DfE, the Governors will recover the costs of providing these extended services directly from those who use them. The level of charging therefore will be based on actual costs and will be reviewed in April each year. Parents will be informed of the charges for the coming year in June each year. Charges for wrap around care are available on our website.

### **Remissions for residential visits**

Parents who are in receipt of certain benefits may be exempt from paying the cost of residential visits, workshops and offsite visits and swimming. Please refer to <https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals> to check whether you may be eligible for this financial support.

### **Monitoring arrangements**

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Headteacher and Finance Manager every year. At every review, the policy will be approved by the FPP committee.



“Learning Together, Learning for Life”

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Aspiration

Independence

Resilience

Respect

Dear Parents / Carers,

### Charging and Remissions Policy

I have read Reed First School's Charging and Remissions policy, which is available on the school website and

\* I am able / unable to make voluntary contributions to Reed First School for various educational visits to support the curriculum.

I understand that having agreed to the voluntary contribution it is not possible to receive a refund in the event of my child being unable to participate.

I understand that I will be consulted separately about residential visits.

Child's name .....

Signed ..... Date .....

\* please delete as appropriate. Please refer to <https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals> to check whether you may be eligible for financial support.

This document will be stored in the school's filing system for as long as the pupil is at the school and up to one academic year after leaving.