THE FEDERATION OF
HAZEL WOOD INFANT SCHOOL AND LYDLYNCH INFANT SCHOOL

Charging and Remissions Policy

The purpose of the policy is to ensure that there is a clarity over those items which the school will provide free of charge and for those items where there may be a charge. The Education Reform Act 1988 states that the education provided by any maintained school for its registered children should be free of charge. Except for the items listed below Hazel Wood Infant School and Lydlynch Infant School won't make any charge for a curriculum led activity. Even when a voluntary contribution is sought, no child is prevented from participating in the activity due to parental or family circumstances. This policy should therefore not impact on children's learning because all children will have the same opportunity to take part in all educational trips. The policy is written incorporating information from the LEA policy and DfE guidance.

Education
Hazel Wood Infant School and Lydlynch Infant School cannot and will not charge for:

- 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 or part of religious education
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum or part of religious education

Hazel Wood Infant School and Lydlynch Infant School can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes the child to own them
- optional extras (see below)

Optional Extras
Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- education provided outside of school time that is not part of the National Curriculum or part of religious education
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be based on parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where

charges will be made.

The school offers some optional after-school activities, such as football coaching. Tuition charges for these activities may either be payable to the school or to the organisation providing the activity (e.g. R&R Sports Courses Ltd and ACE Sports and Education).

Voluntary Contributions

We will ask for voluntary contributions from parents/carers as necessary to ensure that educational opportunities which parents/carers and children value are not discontinued simply because their funding cannot be justified against other educational entitlements. However, if the activity cannot be funded without voluntary contributions, the Headteachers will make this clear to parents at the outset. The Headteachers must also make it clear to parents/carers that there is no obligation to make any contribution.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel an activity. If an activity goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent/carer wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs to support the visit. Parents/carers have a right to know how each trip is funded. The school will provide this information on request.

When making requests for voluntary contributions to the school funds, parents/carers will not be made to feel pressurised into paying as it is voluntary and not compulsory. In cases of financial difficulty , parents/carers are invited to contact the Headteachers to discuss this in confidence.

Support is available towards part of the cost of an activity where pupils are in receipt of Pupil Premium Funding.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents/carers. This list is not exhaustive:

- visits to outdoor activity areas
- sporting activities which require transport expenses
- visits to the theatre
- musical events
- theatre in education visits to school
- visits to educational establishments, to support the children's learning

Transport

Schools cannot charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated
- transport provided in connection with an educational visit. However, a voluntary contribution may be requested

Remissions Policy

In all cases where parents/carers wish their child to participate, but have difficulty making the full requested contribution, they should discuss this with the Headteachers. The Headteachers will decide upon each case on its merits and with due regard to available funds.

If a charge is to be made for a particular type of activity, for example optional extras, parents/carers need to

know how the charge will be worked out and who might qualify for help with the cost. This information should be made available to parents/carers.

The remissions policy must set out any circumstances in which the school or local authority propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, a school may decide to provide an (after-school football club) as an optional extra. The governing body may decide to reduce the cost for those children whose parents/carers are in receipt of certain benefits.

After School Clubs run by external bodies on the school premises
Other clubs run by external bodies (e.g. R&R Sports Coaching Ltd and ACE Sports and Education) are not covered under this policy.

Damage to property and breakages
We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteachers.
We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteachers.

Lettings
To hire and rent space in the school premises will incur a charge and this has been agreed by the School Governors following Hampshire Guidance.

Cool Milk
Once children reach the age of five parents have the option to pay for their children to have a carton of milk each day. This is provided by Cool Milk. To register simply follow this link: www.coolmilk.com