



Charging and Remissions Policy

This policy was adopted/updated:	June 2024
This policy will be reviewed:	June 2025
Governor Committee Responsibility:	FGB/RP
Statutory policy:	Yes

MAPLE INFANTS' SCHOOL CHARGING AND REMISSIONS POLICY

Together we learn and grow

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations

Aims and Objectives:

The aims of this Policy are to:

- Set out what the school will not charge for and what it will make a charge for or request a voluntary contribution towards from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Charging Policy

Any charges made by the school must meet the requirements of the Education Act 1996. The governors endorse the guiding principles contained in the Act, in particular, that no child should have his/her access to the curriculum limited by charges.

Responsibilities

The Governors, in consultation with the Head Teacher, are responsible for the implementation of the charging policy and the determination of any individual case arising from the implementation of the policy.

Activities without charge:

There will be no charge for the following activities:

- 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 a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education
- Instrumental and vocal music tuition which is part of the National Curriculum
- Instrumental and vocal tuition for children who are looked after by a local authority.

Voluntary contributions:

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- There is no obligation for any families to make any contribution
- No child will be excluded from an activity simple because his or her parents are unwilling or unable to pay
- If insufficient funds are raised to fund a visit, or the school cannot fund it from some other sources, then it must be cancelled. Maple Infants' School will make this clear to parents at the outset.

We ask families to consider contributing to the Maple Infants School Voluntary Fund. There is no obligation for any family to make a contribution. All contributions received are used to provide extra resources for our pupils over and above those purchased with the school budgets.

- Day trips - Charges levied for day trips will take into account a 25% subsidy from The Friends of Maple Infants and no profit will be made for the school. We aim to ask for voluntary parental contributions of no more than £20.00 per trip but occasionally this figure is exceeded depending on the nature and expense of the trip. Children will be treated equally regardless of the amount of voluntary contributions received by parents and children eligible for free school meals will have trips automatically funded by the school. The school reserves the right to cancel if insufficient funding is received.
- Class materials/ingredients - We may ask for voluntary contributions for provision of materials/ingredients for subjects such as Art & Design or Food Technology.
- Music tuition - We may ask for voluntary contributions for music tutor books for recorder groups.

Chargeable activities

Charges may be made for some activities at Maple Infants' School that are known as 'optional extras'. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments or equipment. Optional extras are;

- Educational or other activities provided outside school hours that are not:
 - Part of the National Curriculum.
 - Part of a syllabus for prescribed public examination that the pupil is being prepared for at school.
 - Part of religious education.

(Note: This could include before and after school clubs run by the school).

- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

After school clubs

Maple offers a range of after school clubs or lettings. When the club is run by an outside person there will be a charge as organised by the club leaders themselves.

Damage to school property

Parents may be asked to make a contribution towards replacing any damaged or lost school property caused wilfully or negligently by their children.

Remissions Policy:

Charges for Chargeable Activities detailed above may also be fully or partially remitted by the School. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Pupil Premium

All pupils eligible for free school meals will be eligible for free uniform upon starting school only, and 2 after school clubs, including the breakfast club. Any extra needs e.g. exam fees, suitable clothing will be considered by the Head Teacher on a case by case basis.

Charges are worked out on a cost only basis.

Policy reviewed by Claire Barwell (Head Teacher)

Approved by: Review date: June 2025