

Charges, Voluntary Contributions, Remissions & Refunds

Date	Review Date	Coordinator	Nominated Governor
September 2018	September 2019	R Hawes	Finance Committee

We believe this policy relates to the following legislation:

- Education Reform Act 1988
- Education (Prescribed Public Examinations) Regulations 1989
- Education (Pupils' Attendance Records) Regulations 1991
- Education (School Sessions, Charges and Permissions Policies) (Information) (England) Regulations 1999
- Education Act 2002
- Education and Inspections Act 2006

We are aware that under the Education Reform Act 1988 and the Education Act 2002 that no charge can be made for education in school hours and that every child has the right to receive free school education.

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

Therefore, any activity which takes place mainly during school hours or is an essential part of the curriculum will be provided free of charge.

We are aware that we are able to ask for voluntary contributions from parents when organising educational visits which will enrich the curriculum and the educational experiences of children.

We will refund in full all contributions if an activity has had to be cancelled and if a child is absent due to illness.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aim

- To outline what the school can and cannot charge for.
- To outline the school policy for voluntary contributions and remissions.
- To work with other schools and the local authority in order to share good practice in order to improve this policy.

Grange Park Infant & Nursery School

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring all policies are made available to parents;

Role of the Headteacher

The Headteacher will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Work closely with the link governor and coordinator;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- Work closely with the Headteacher;
- Ensure this policy and other linked policies are up to date;
- Ensure that everyone connected with the school is aware of this policy;
- Attend training related to this policy;
- Report to the Governing Body every term;
- Annually report to the Governing Body on the success and development of this policy

Conditions when charges cannot be made

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours;
- For the national curriculum programme out-of-school hours;
- For statutory religious education;
- For musical tuition as part of the national curriculum;
- For education provided on any educational visit during the school day;
- For education provided on any educational visit outside school hours;
- For the cost of supply teachers substituting for absent teachers on visits with pupils;

Charges for transport cannot be made when:

- Transporting pupils to or from the school premises;

Grange Park Infant & Nursery School

- Transporting pupils to other premises where arrangements have been made for them to be educated;
- An educational visit has been planned

Conditions when charges can be made

Charges can be made when:

- A parent/carer wishes their child to own any specific materials, books, instruments or equipment;
- Property or equipment has been damaged as a result of a pupil's behaviour

Charging for Optional Extras

Charges may be levied for:

- Optional extra activities if parents are willing to accept a charge for the costs;
- An activity that takes place outside school hours;
- Any activity provided they do not exceed the actual cost of the activity;
- Any materials, books, instruments, equipment or tuition fees for providing education that is not part of the national curriculum or part of religious education;
- Transport provided for any activity;
- Musical tuition that is not part of the national Curriculum

Support for Parents/Carers

The Governing Body will:

- Support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties;
- Inform parents/carers that if they can prove they are on state benefits (income support, jobseeker's allowance, family credit, disability working allowance) then they may not be charged fees for any school trips or visits; or a reduced voluntary contribution sought

Voluntary Contributions

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

We will inform parent/carers:

- If planned activities depend on voluntary contributions for part or all of the cost;
- That there is no obligation on them to make voluntary contributions;
- That an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions;
- That no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay;

Remissions

We will remit any charge wholly or partly if any activity takes place:

- Mostly within school hours or;
- Partly within and partly outside school hours

Grange Park Infant & Nursery School

Refunds

Refunds will be given if:

- A child is absent due to illness;
- An educational visit/school event has been cancelled;
- Contributions to an activity exceed the total cost, that is if the excess amount is over £1 per child

Raising Awareness of this Policy

We will raise awareness of this policy via:

- The School Handbook/Prospectus
- The School Website
- The Staff Handbook

Training

The Co-ordinator will ensure that all relevant school personnel receive periodic training so that they are kept up to date with new information

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

Linked Policies

▪ Finance Policy	▪	▪
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Headteacher:	K Thapar	Date:	September 2017
Chair of Governing Body:	H Rahanu	Date:	September 2017