



# CHARGING AND REMISSIONS POLICY FOR SCHOOL ACTIVITIES

## INTRODUCTION

Abbots Farm Infant School aims to deliver a broad and balanced curriculum that is enriched through a wide variety of additional experiences. These take place both on and off the school site and all activities are chosen to support the children's learning and the school's ethos.

The Education Act 1996 clarifies the activities for which charges can be made or voluntary contributions sought and gives schools the discretion to charge for optional activities, provided wholly or mainly out of school hours and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or after school hours.

## GENERAL PRINCIPLES

- The Governing Body recognises the valuable contribution activities, including school visits and clubs, can make towards all aspects of pupils' education.
- It therefore wishes to provide a wide range of such activities for the benefit of the pupils of the School, as part of a broad and balanced curriculum.
- These may include both day and residential experiences and activities may take place both within and outside school hours.
- 'During school hours' and 'outside school hours' are legally defined. Where it might not be clear, the School will ensure that parents are informed as to whether an activity takes place within school hours or not.
- The Governing Body fully accepts its legal responsibility not to charge for education that takes place during school hours. Nevertheless, in order to provide a wide range of activities, the School may ask for voluntary contributions for any activity where specific additional costs are incurred.
- In this Policy, 'charges' are amounts that must be paid if the pupil is to undertake the activity concerned. The Governing Body, as set out below, may remit charges. 'Voluntary contributions' are described below.
- The Governing Body will keep charges and any amounts requested as voluntary contributions, as low as possible.
- Activities for which the Governing Body has sought a voluntary contribution from parents may be cancelled if there are insufficient contributions, where the requirements of the National Curriculum can be satisfied in other ways.

## CHARGES AND VOLUNTARY CONTRIBUTIONS

### VOLUNTARY CONTRIBUTIONS

- Where it is inappropriate or not lawful to charge for a particular activity provided by the School, whether during or outside school hours, the Governing Body reserves the right to invite parents to make voluntary contributions for the benefit of the School or in support of any activity.
- Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution.
- Parents will be notified in advance of any activities for which the School proposes to ask for voluntary contributions and the estimated cost. Where relevant (such as for school trips), parental consent will also be sought.
- If we do not receive sufficient contributions to make the trip viable, it might be cancelled.

## EDUCATIONAL VISITS

- A voluntary contribution may be sought for educational visits during school hours and may include an appropriate element for such things as:
  - The pupil's travel costs
  - Materials, books, instruments and other equipment

- Non-teaching staff costs
  - Entrance fees to museums, castles, theatres etc
  - Insurance costs (if not adequately covered by existing insurance)
  - The cost of paying teachers engaged on a separate contract specifically to provide the activity
- The amount will not include any contribution to costs which would anyway have been incurred (such as teachers' salaries), or to the travel or other costs of accompanying adults, whether teachers or not.

### **VISITING PERFORMERS**

Where the School invites performers or others into School to provide an activity during school hours as an additional educational resource, parents may be asked for voluntary contributions towards any costs directly incurred.

### **MATERIALS AND INGREDIENTS**

- A voluntary contribution for materials and ingredients relating to activities taking place during school hours will be sought where parents have indicated in advance that they wish to own the finished product – for example in cooking, craft or technology.
- Alternatively, parents may be asked to volunteer to provide ingredients and materials before the activity takes place.

### **SWIMMING**

The school organises swimming lessons for all children in Year 2. These take place in school time and are part of the National Curriculum. We invite parents to make a voluntary contribution towards the cost of the pool hire, coaching costs and transport to and from the pool.

### **MUSIC TUITION**

All children study music as part of the school curriculum for which there is no charge.

Peripatetic music teachers teach individual or small group lessons, which are not part of the curriculum and we make a charge for these lessons. Contributions towards these lessons for those parents in receipt of Free School Meals/Pupil Premium are given at the discretion of the Headteacher and Governing Body and within the limitations of the school budget. We give parents information about additional music tuition prior to the start of each academic year.

### **LOSS, BREAKAGE AND DAMAGE TO SCHOOL PROPERTY**

The Governing Body reserves the right to seek reparation from parents where their children cause loss, breakage or damage to school property.

### **ACTIVITIES OUTSIDE SCHOOL HOURS**

For activities outside school hours, which are not a necessary part of the National Curriculum or Religious Education, the Governing Body will in general make a charge to meet all or part of the cost. The charge will cover elements such as those described for school trips above.

### **BUG CLUB CHILDCARE**

The school aims to promote affordable and financially self-sustainable childcare with full regard to existing provision within the locality under the Bug Club out of School Care. Parents/Carers will be responsible for meeting full costs for the childcare provided by the Bug Club. However, some parents may be eligible for financial support towards childcare costs e.g. through Working Tax Credits.

## **ADDITIONAL IN-SCHOOL CHARGES**

### **INCOME FROM SALES**

Some goods are purchased through the school for the convenience of parents e.g. Book bags, water bottles and sun hats. Some goods will be sold through the school with the intention of making a small profit and this often takes the form of commission. Goods include; Book Fair sales and school photographs.

### **INCOME FROM DONATIONS**

Occasionally, the school will seek voluntary donations from events such as non-uniform days, sponsorship etc. The purpose for which the donation will be used is explained clearly to parents and visitors.

### **INCOME FROM LETTINGS**

The Finance Committee review annually and set charges for the use of school premises. These costs are laid down in the School Letting Policy and include caretaking, insurance and energy costs.

The school does not charge AFF (Abbots Farm Friends) for use of the school for fund-raising activities.

### **REMISSIONS**

Remission of charges for a particular activity or pupil will be entirely at the discretion of the Head (as delegated by the Governing Body). Any subsidy provided by the Governing Body will be met from the funds at its disposal.

### **PUPIL PREMIUM**

The school receives Pupil Premium funding for pupils in receipt of free school meals and pupils in Local Authority Care. The Head teacher may, where appropriate use this funding to enable the children to access the opportunities they would not normally be able to.

### **REVIEW**

The Governing Body will review and amend this Policy by date below.

**DATED:** May 2016

**REVIEW DATE:** May 2019