CASSIOBURY INFANT & NURSERY SCHOOL

Charging and Remissions Policy

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Review period	Annually
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1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for universal infant free school meals.

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of lunchtime and after school clubs:

- Language Clubs
- Sports Clubs

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)

5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum,
- part of the school's basic curriculum for religious education.

Optional extras

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not:**
  a) part of the National Curriculum

The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the headteacher on the recommendation of the governing board. The charges, when determined, will be published on the school's website and appended to this policy.

When 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, including supply teachers engaged specifically to provide the optional extra

The school will not charge in excess of the actual cost of providing the optional extra plus a small contingency to cover any unforeseen costs incurred by the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

The school reserves the right to cancel any activities that do not raise enough money to cover costs. Advance notice of cancellation will be given and all monies paid will be refunded

6. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4.**

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5.**

7. Extended services

Cassiobury Infant & Nursery School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Xtra Time provides breakfast club and After School Club. This is a separate business from Cassiobury Infant & Nursery School, agreement and terms and conditions are between parent/carer and the club provider and will be charged for according to third party providers' charging structure.

8. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent/carer the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

9. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

To request assistance, parents should contact the School Office

10. Voluntary contributions

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

11. Inability or unwillingness to pay

Cassiobury Infant & Nursery School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

12. School Trip refunds

Parental contributions to the trips/activities will not be refunded if your child is absent on the day of the trip. This is due to the costs of the trip – transportation, entrance and activities fees - having been calculated based on the number of children planned to attend the trip. Therefore the school will already have been charged the full costs by the coach company and venue.

In the event that the school has to cancel a trip due to unforeseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.