



# Pashley Down Infant School

*Learning at Pashley is an amazing adventure*

## **Charging and Remission Policy**

Reviewed/Adopted:      April 2021

Next Review:            April 2023

*Following the Lockdown that began in March 2020 this policy should be read with the understanding that should the school need to initiate safety procedures to reduce the risk of spreading the virus it will do so as the first priority. Therefore there may be adjustments that need to be made within this policy and every other policy that is held by the school. Please read the school's risk assessment for further details and liaise with the Senior Leadership team if the crisis has affected part or parts of this policy implementation and you have concerns or queries about its impact.*

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## 1. Introduction

This policy statement has been drawn up in accordance with the requirements set out in the Education Act 1996: Sections 449-462. The policy is applicable to all registered pupils at Pashley Down Infant School.

## 2. Charges

The school will charge in the following circumstances allowed by the Act:

- a) The provision of music tuition given to pupils as individuals or of in groups up to four **except** where it is given to fulfil:
  - Statutory duties relating to the National Curriculum
  - Requirements specified in the syllabus for public exam
- b) Materials involved in producing Cooking, Craft, Design & Technology where a parent of the pupils has indicated in advance they wish to own the product.
- c) Activities which take place wholly or mainly outside of school hours and which are not a part of the National Curriculum, e.g. after school clubs.

Charges will be made for all or part of equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.

- d) Activities which involve pupils in trips outside the school:

Charges will be made for school trips. The cost must not exceed the actual cost of the provision.

Children, whose parents are in receipt of certain benefits, may also be entitled to the remission of charges:

### **Voluntary Contributions**

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, e.g. outings and visits which take place during school hours; visits to the school by theatre groups and organisations providing an educational service.

When making requests for voluntary contributions to the school funds, parents will not be pressurised into paying as it is voluntary and **not compulsory** e.g. reminder letters to make payments to school funds will be avoided.

When voluntary contributions are requested, the terms of the request will clearly state:

- i. There is no obligation to contribute
- ii. Pupils will not be treated any differently according to whether or not their parents have made a contribution
- iii. The proposed activity may not take place unless a substantial majority of parents contribute. If the activity does not go ahead we will refund costs that we have not incurred (i.e. entrance fees may be refunded, but transport costs

- may still be charged, if we are obliged to pay these).
- iv. A suggested amount for a contribution to cover costs.

### **3. Remission of Charges**

It is the policy of the Governing Body:

- To remit charges in full or in part any charge payable for a pupil for school activities if it is satisfied that there are exceptional circumstances in which the pupils participation in the activity should be regarded as a priority, but the parents are unable to meet all or part of the charge. This will normally be the case where parents are in receipt of income support and working family tax credit and who are unable to give a donation.
- To look at individual cases where parents have been unable to give a donation
- Shortfalls for activities would be funded from School Fund, if possible

### **4. Income from sales –Non profit making**

Some goods may be purchased through the school for the convenience of the parents / carers, pupils or Teachers. The school will not seek to make a profit from these sales. Goods in this category include school clothing, books, book bags, recorders etc.

### **5. Income from sales –Profit making**

Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, Friends of Pashley or other charity. Goods in this category include school photographs, bring and buy items etc which may be subject to VAT.

### **6. Income from Donations**

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

### **7. Income from Lettings**

The F&P/LEC committee review and set charges made for the use of the school premises. The charges include actual caretaking costs, insurance and a premises charge.

The F&P/LEC committee will endeavour to avoid charging the Friends of Pashley for its activities in the school.

### **8. Responsibility**

Authority for day-to-day management of the policy is delegated to the Headteacher who will determine the costs of activities other than those set by the Governors.

The level of charges is a matter for the Governing Body.