

Lymington CE Aided Infant School



Charging and Remissions Policy

Introduction

This document is a statement of the aims, principles and strategies to ensure the efficient and proper administration of the procedures for charging and remissions at this school.

Aims and Objectives

The Governing Body of Lymington Infant School is committed to the principle of free education but also recognise the valuable contribution that a wide range of educational and additional activities including visits, clubs and enrichment activities can make towards its pupils' education.

At Lymington Infant School we aim to promote and provide a curriculum that broadens and enriches our pupils' experiences. Generally the school will provide school activities that occur during the school day (not including the lunch hour) free of charge unless they fall into certain categories as described within this policy. This policy only applies to charges levied by the school or Governing Body.

We know that parents value such enrichment activities and wish the school to continue offering them to all pupils. However, we are not able to offer the full range of opportunities without the help and support of parents.

Voluntary Contributions

A voluntary contribution may be sought for certain activities which take place during school time; these are usually visits which require transport. In such cases, a letter requesting contributions will be sent to the child's parent/guardian detailing the following:

- The type of activity and its likely value.
- The contribution per pupil which would be required if the activity were to take place.
- Emphasis that there is no obligation to contribute and no pupil would be omitted from the activity because their parent or guardian was unable to make payment.
- The parent should contact the Headteacher or school office if the contribution would cause financial hardship as assistance may be available.
- Assistance is usually available for pupils in receipt of Pupil Premium.

Whenever financial contributions are requested, parents will be notified of costs in advance and a reply slip provided so that commitment to the project can be assessed. If there is insufficient support for an activity, the school may have to cancel it.

Education Provided within School Hours

- Education will be provided free of charge by the school if it takes place during school hours. (This does not include the lunchtime break). A pupil or parent will not be asked to provide or pay for materials, books, instruments or other equipment for use in connection with education provided during school hours.
- A non-school organisation is permitted to levy a charge directly on parents for activities organised in school hours. This charge will be administered by the school and will be on a voluntary contribution basis.
- The main exception to the principle of free education, which the law allows, is that a charge may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school hours.

Extra- Curricular ‘Out of Hours’ Visits or Activities

The school hosts a variety of clubs and activities outside of the school day for the benefit of the children. Any costs involved in such activities will be passed directly to the parents of the children involved. Children eligible for Pupil Premium may be able to get support with these costs; parents should speak to the head teacher.

Child participation in any optional extra activity will be on the basis of parental choice, commitment and willingness to meet the charges. Parental agreement will be a necessary pre-requisite for the provision of an optional extra where charges will be levied.

Where an “optional extra” is being provided, a further charge can be made for:

- Providing materials, books, instruments or equipment.
- 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 cost, or a proportion of the cost, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

School Visitors

Contributions may be requested to fund fees for visitors invited to the school to perform and enhance the National Curriculum though funds are usually allocated from the school budget.

Music Tuition

Charges may be levied for specialist instrumental tuition, which takes place during the school day at the parents’ request. At the present time this refers to pupils in Year 2 learning the violin.

Break Time Fruit

Whilst Government Schemes to provide free fruit are operating, fruit will be provided free of charge.

School Milk

Parents may elect for their child to participate in the 'Cool Milk for School' Scheme. They must register with the company prior to milk being received in school. After registration, milk may be provided free for pupils under 5 years of age and those in receipt of Pupil Premium. Parents must pay direct to the company in all other cases.

Breakages, Damage and Loss

The school reserves the right to charge parents for breakages, damage and loss resulting from their or their children's carelessness or wilful damage.

Photocopying

Photocopying may be charged at the prevailing rate.

Cancellation of activities due to insufficient funding

The head teacher will monitor all activities involving financial requests and will decide whether or not the activity is viable within her delegated powers.

Other Activities

There may be other activities arranged by third party organisations which hire certain parts of the school premises e.g. French club. The charging arrangements for these are the direct and sole responsibility of the organisations concerned. Lymington Preschool has a lease agreement with the Governing Body to lease the Community Room at prescribed periods.

School Lunches

Children attending our school are all eligible to free school lunches.

School Lettings

ALSO REFER TO LETTINGS POLICY

The letting of school premises will be handled by the Headteacher in consultation with the Governing Body and any charges levied informed by the current guidelines set out by Hampshire County Council.

Hire of school premises by the Friends of School, (Parents and Friends of Lymington Infant School) for general meetings, annual general meeting and fundraising events benefitting the school, will be free of charge unless otherwise decided by the Governing Body.

Where such hire is for non-community use, the charges set by the Governing Body will recoup full costs.

The current cost is: £12.75 per hour after 6pm; £10.75 per hour for lettings which take place between 8.00am and 6.00pm and £26.50 per hour for weekend lettings.

Where required, payment will be taken in advance or invoices will be raised promptly, payments will be monitored closely and permission to use the facilities will be withdrawn if the hirer falls into arrears. If a debt is outstanding 30 days after it arose a reminder will be sent, then if still outstanding 30 days after the reminder, a final demand will be sent.

Freedom of Information Act (F.O.I.A)

Information provided under the F.O.I.A. will be charged at a rate as described in the School's Freedom of Information Publication Scheme.

Statement of Equality

This Charging and Remissions policy seeks to make tuition and learning, including associated incidentals, affordable and accessible to all pupils. The school will not exclude a child from taking part in an activity that is part of the National Curriculum on the grounds that the parent or carer, cannot make, or refuses to make a contribution. However, if insufficient funds are not available to cover the costs of an activity from alternative sources the activity will be cancelled. Where there is financial hardship or the cost of the voluntary contribution will cause or increase financial hardship the parent or carer will be advised to contact the Head Teacher as soon as possible as financial assistance may be available.

Review of Policy

This policy will be reviewed every 3 years by the Resources Committee.