

# Imperial Avenue Infant

## Charging & Remissions Policy

<b>Policy Date:</b>	July 2025		
<b>Policy Review Date:</b>	Summer Term 2026	<b>Head Teacher</b> Miss E Smith	<b>Chair of Governors</b> Miss E Harrop
		<b>Signature:</b> 	<b>Signature:</b> 

The Governing Board recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's education. The Governing Board aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

**A school Governing Board cannot charge for:**

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Governing Board or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

**Permitted Charges**

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit.

**Schools can charge for optional extras:**

- Education provided outside of school times that is not part of the National Curriculum, public exam or religious education;
- Board and lodging for a pupil on a residential trip;
- Transport that is not required to take pupils to school or other venues for pupils to be provided with education
- Music tuition not part of the National Curriculum;
- Teaching staff engaged under contracts for services purely to provide an optional extra;

- Any materials, books, instruments or equipment provided in connection with an optional extra

Any charges made in respect of individual pupils may not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **Late Collection of pupils**

We do not operate a paid after school care club and children being picked up late requires a member of staff to be employed to look after them. Children being picked up late after school will incur a charge of £10 for the first half hour, £10 for the second half hour plus £10 for every half hour after, per family. This charge will also apply to parents who collect children late from after school clubs.

Charges are as follows:

- 03.15pm to 03.45pm pick up - £10 charge
- 03.45pm to 04.15pm pick up - £20 charge
- £10 for every half hour after 04.15pm

### **Nursery Lunch Club – 30 hours Funded Pupils**

For those three-year olds who attend school under the 30 hours extended funding, a charge of £2 per child per day will be made. This daily charge includes a proportionate cost for staffing, premises costs, insurance, equipment and materials.

The above charges can be subject to change at the schools discretion at any time.

### **Voluntary Contributions**

There is no limit to the level of voluntary contribution that may be asked for or any restriction on the way in which it is used.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

Pupils will not be treated differently according to whether or not their parent/carers have made any contribution in response to the request or invitation.

### **Materials**

No charge will be made for cooking ingredients or items produced as a result of art, craft and design, unless a parent has indicated a wish to receive a finished product. Any charge then made would be the actual cost of the materials.

### **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as choir or recorder are also without charge. There is a charge for individual or group music tuition if this is not part of the National Curriculum.

### **Activities not run by the School or LA**

When an organisation acting independently of the school or Local Authority arranges an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents.

### **School trips/visits and activities during school time – voluntary contributions for which charges will be made**

At Imperial Avenue School we try to make the curriculum offered to pupils as interesting and exciting as possible. We believe that first hand, practical experiences from which the pupils learn are the most rewarding and retentive. We try to provide educational visits which will enhance the learning that is taking place within school. Visitors to school can also provide a whole new perspective on learning. The scope for enhancing the curriculum is ever changing as we strive to improve the curriculum itself. The following are activities for which we will have to request voluntary contributions.

This list is not exhaustive:

- visits to museums
- sporting activities – sometimes involving transport expenses
- outdoor activities
- visits to the theatre or cinema
- musical events
- Theatre companies and entertainers are invited into school for all pupils to enjoy and participate in

When organising school activities, trips or visits which enrich the curriculum and educational experience of the pupil, the school invites parents/carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parents/carers unwilling or unable to make a voluntary contribution. If the event does proceed each pupil would be allowed to participate fully without discrimination irrespective of contribution circumstances.

Parents/Carers have a right to know how each individual trip is funded. The school can provide this information on request.

Parents/Carers will be given reasonable advanced notice of proposed visits/ activities. Staged payments may be arranged where contributions are considered to be significant. All payments must be made prior to the proposed visit/activity taking place.

The number of school activities undertaken during the school year will be to some extent dependent on the contributions made to support them.

### **Residential Visits**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging and may invite voluntary contributions to meet other costs associated with the visit.

Parents/Carers who receive specific state benefits are exempt from charges for board and lodgings and specific details of exemptions will be provided at the time that residential visit details are notified.

Parents/Carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.

Currently it is not anticipated that there will be any residential activities for pupils who range from 3 to 7 years.

### **After School Clubs**

We may be able to provide after school clubs for children which are run by our own staff on a voluntary basis. Where these incur no costs, they will be free to pupils. If, however, materials are involved we may ask for a small contribution to cover the cost of these. We will attempt to provide a balance of free/paid activities in order to allow all children access to in school and out of school opportunities.

After school clubs run by outside agencies will be classed as optional extras and parents can choose whether their child will participate in these activities or not. Parents will be charged the full cost of providing these activities unless the school is able to subsidise these costs from their own school budget or grants/awards they have been successful in bidding for.

After school clubs fall within our late collection policy. Please see above.

### **Damages/Breakages/Loss to Property**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost text books
- replacement reading or library books
- any item damaged as a result of unsatisfactory pupil behavior
- Any willful damage, neglect or loss of school property (including premises, furniture and equipment)

The charge will be the cost of replacement or repair, or such lower cost as the Head teacher may decide.

### **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Resources Sub-Committee and approved by the Governing Board and in line with LA guidance. Currently the school does not accept lettings.

### **Special Needs**

The Governing Board confirms that no pupil with special educational needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

### **School Uniform/Book Bags/PE Bags**

Parents can buy all stocked items from the office and book bags via ParentPay. Administrative Staff collect the money and a record is kept in the office of the total amount of money collected and how many items have been sold. The money is banked.

### **Other charges**

The Head teacher, Resources Sub-Committee or Governing Board may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing photocopies, laminating, private telephone calls etc.

### **Remissions Policy**

The Head teacher, Resources Sub-Committee or Governing Board may remit in full, or part, charges in respect of a pupil if it feels it is reasonable in the circumstances. If parents have difficulty in paying they should not hesitate to discuss their circumstances in confidence with someone at the school and they will be advised as to what help might be available. All remissions will be authorised by the Head teacher.

Where non-chargeable education is provided during a residential visit, then the parents of a pupil who are in receipt of the following state benefits for either the whole or part of the time spent on the visit shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings:

- Income Support
- Income based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- The guaranteed element of State Pension Credit
- Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal credit with annual net earned income of less than £7,400

The Head teacher, Resources Sub-Committee or Governing Board may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

### **Review**

There will be an annual review of this policy by the Resources Sub-Committee and full Governing Board annually or where there is a significant change.