



# Lindley CE Infant School

## Charging and Remissions

### Policy

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
Nicola Beaumont	May 2013	May 2016
	January 2015	
	November 2017	

## Learning Together: Achieving Together



Respect  
Friendship  
Trust

Our school is an inclusive community.  
It is a place where everyone is valued and all achievements are praised, celebrated and encouraged. All children are inspired to develop their unique God given talents in a safe, happy and caring environment.

### Aims:

- *Through a strong set of Christian values, children and adults are encouraged to respect themselves. They are taught to respect the rights and needs of others, thereby equipping them with the skills and attitudes to become successful global citizens of the future.*
- *To support children in developing a reflective approach to life and sensitivity to all God's creation by providing an awareness and experience of the living Christian faith through our strong Christian ethos.*
- *To support all children in reaching their full potential by providing a personalised education.*
- *To treat everyone with equality and fairness*
- *To have high expectations in a secure, friendly and caring atmosphere that rejoices in effort and success but where it is safe to make mistakes.*
- *To provide children with excellent learning experiences ensuring that learning is fun and exciting.*
- *To promote the health and well-being of our pupils and staff through a well planned, creative curriculum in an environment that promotes healthy lifestyle choices.*
- *To encourage and value the contributions that adults make to the education and care of our children.*
- *Through our firm Christian foundation we encourage the school and wider community to work together in partnership, promoting community cohesion whilst strengthening and enriching the life of the school.*

## **Introduction**

At Lindley CE Infant School we are committed to the development of all pupils and staff, the school aims to value and foster the intellectual achievements of each child, so enabling everyone to fulfil their academic potential.

## **Rationale**

Lindley CE Infant School recognises the right to free school education for all children of statutory school age. We do not charge for any educational activities undertaken as part of the National Curriculum.

## **Objectives**

- to maintain the right to free school education
- to establish that activities offered during normal teaching time should be available to all pupils regardless of their parents ability to meet the costs
- to emphasise that there is no statutory requirement to charge for any form of education or related activity but to give school the discretion to charge for optional activities which are provided both within and outside the school day.

## **Contributions**

When organising educational visits which enrich the curriculum, the school invites parents to contribute to the cost of the visit. If we do not receive sufficient contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. These children would still participate fully in the trip or activity. We do not treat these children differently from any others.

In the case of children in receipt of free school meals, the contribution would be paid from pupil premium and this would not cause a trip to be cancelled. Subsidies from various sources will be considered to cover deficits. Surplus finance will be used via school fund for the benefit of the children.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

## **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group tuition if this is not part of the National Curriculum. The peripatetic music teachers from Kirklees music service teach individual or small group lessons. The numbers of children who use this service in our school is very small. There is a charge for these lessons. Information about music tuition is available from the Kirklees music service. Details of the service are available from the office.

## **Extra Curricular Activities**

The school offers additional activities outside normal school hours. We reserve the right to make a small charge for these sessions to cover the cost of the activities being offered.

### **Deliberate damage**

In the unlikely event of damage being made to books, equipment or the fabric of the building, charges will be made to cover the cost of any damage.

### **School documents**

A range of school documentation and publications are available for parents (see details in freedom of information policy) a small charge is made for the photocopying of some of these documents. The cost will be 10p per copy (20p for colour) plus staff time. Charges will increase with inflation.

### **Record Keeping**

The Office Manager will be responsible for keeping all records of monies received by pupils and parents into school. All money received should be recorded electronically when class lists will be reconciled with money received.

All income from any fund raising event should be administered and banked by the FOLIS treasurer.

No money should be stored in classes or storerooms. All money collected should formally be recorded, accounted for and reconciled in the school's Fund account.

### **Remissions**

The Governing Body may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Governors' discretion. Authorisation of remission will be made by the headteacher on behalf of the governors.

### **Advertising through Bookbags or Newsletters**

As a school we are keen to promote local activities for children. This can be done by sending a leaflet through book bags or by email through our weekly newsletter every Friday. The distribution of such advertising incurs an administration cost to school as well as staff time needed to distribute the leaflets to families and children. The decision to distribute any leaflets is at the discretion of the headteacher. A leaflet drop to the whole school would be charged at £50 or the distributor could choose to offer some free sessions to the children in school or offer vouchers as prizes through our school events

### **Equality Impact Assessment**

This policy has been assessed for Equality Impact Assessment and has a low priority.

### **Review**

This policy has been agreed by the Resources Committee and ratified by the Full Governing Body

Agreed at Resources Committee: 2<sup>nd</sup> February 2015

Agreed by Full Governing Body: 9<sup>th</sup> February 2015

*This policy has been written in line with the DFE guidance 'Charging for school Activities'*