



# INGLEWOOD NURSERY & INFANT SCHOOL

## CHARGING AND REMISSIONS POLICY

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Proposed review date <sup>2</sup> :	September 2024

<sup>1</sup> The Governing Body is free to delegate the approval of this Policy to a Committee of the Governing Body, an individual Governor or the Head teacher

<sup>2</sup> The Governing Body are free to determine the review frequency of this Policy

## Review Sheet

Each entry in the table below summarises the changes to this Policy and procedures made since the last review (if any).

Version Number	Version Description	Date of Revision
1	Original	January 2012
2	Reformatted only	February 2014
3	Updated to reflect DfE publication ' <i>Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities</i> ', October 2014. New section for boarding schools, clarification on communication with parents and addition on Children Looked After and music tuition.	March 2015
4	Clarifications: S4 - enrichment activities that do not fulfil the definition of 'education'. S5 – what majority means, and that travel time counts. S6 – determining if a residential is an Optional Extra with examples & additional sources of funding e.g. trusts. S7 – participation is determined by payment.	April 2015
5	Introduction updated to reflect that many more schools have community facilities, and this policy does not apply to charges for them and to reflect that "first pay, first served" access to trips is discrimination against low income families.	February 2016
6	Introduction updated to define remission and give examples; S9 – clarification that secondary schools must include a school milk scheme section if any pupils are up to and including the age of 18 <i>and</i> are entitled to free school meals.	April 2017
7	Updated to reflect DfE updated guidance (May 2018)	June 2018
8	Reviewed: No Legal or policy changes. What schools do or must do has not changed. Updated with a new section on school meals: a major policy clarification following acceptance by the DfE that school meals should be part of every school's charging and remissions policy because the government provides remission though UIFSM and FSM, governors have discretionary powers, and debt recovery must be managed. One minor clarification about school milk.	September 2020
9	Updated the review table page and replaced the FAQs with a link to the DfE document. No other changes or updates.	November 2022
	Reviewed September 2023 – residential visits section and milk sections clarifications. Links to national websites updated	September 2023

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## 1. Introduction

Inglewood Nursery and Infant School recognises the valuable contribution that a wide range of extra-curricular activities, including trips, clubs and residential experiences can make towards the education of our children and young people and aims to promote and provide such activities both as part of a broad and balanced curriculum for pupils and as additional optional enrichment activities.

The school strives to ensure that all young people have an equal opportunity to benefit from such activities, both on and off site and within and outside of the curriculum, regardless of their family's financial means. To ensure transparency in setting charges and to ensure all young people are able to access all of the provision we offer, this policy sets out our approach to charging and remissions. It has been informed by adherence to the law and by following statutory Department for Education guidance.

The purpose of this Policy is to ensure that, during the school day, all young people have full and free access to a broad and balanced curriculum. The school day is defined as Monday to Friday 8.45 a.m. to 3.00 p.m. excluding the lunchtime period 11.30 a.m. to 1.15 p.m. A school session is equivalent to half a day i.e. either one morning session before lunch or one afternoon session afterwards.

We recognise our responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances and where we can we aim to:

- publish a list of visits and their approximate cost in good time so that parents can plan ahead;
- ensure our payments systems allow parents to pay in instalments;
- make it possible for parents to pay by instalments beyond the date of the trip when short notice opportunity arises; and
- ensure fair access to popular activities by acknowledging that offering them on a 'first pay, first served' basis discriminates against low income families and we will avoid that method of selection.

Where this policy refers to "parents" we mean any person with parental responsibility for a child.

Where this policy refers to a "charge", this is an amount of money that must be paid in order for a child to participate in an opportunity.

Where this Policy refers to a "voluntary contribution", this is an amount of money that school would like parents to contribute towards the cost of an opportunity in order to make it financially viable. There is no obligation to pay a voluntary contribution but without enough contributions, an activity might be cancelled entirely.

Where this policy refers to "remission", this is an amount of money that school will or might agree to provide to fund an opportunity for a child. Governors *will* make provision for all statutory remission requirements. Governors *might*, if funding allows, agree to provide financial support to pupils who are not legally entitled to remission, but do so entirely at their discretion.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises e.g. our Breakfast, After-School or Holiday Club, or a community club that hires our hall to meet in etc.

## 2. Admissions

No charge will be made for any aspect of the admissions process to this school.

## 3. Activities wholly during the school day

No charge will be made for 'education' provided during normal school hours. 'Education' is defined as including all activities related to the National Curriculum and religious education as well as the materials, equipment and transport required to provide it. Music tuition which is not part of the school curriculum is covered under [Section 8](#), below.

We recognise that the definition of 'education' as 'part of the National Curriculum' is not limited to learning inside the classroom but also includes outside the classroom experiences required as part of a specific subject e.g. geography, history, RE and science fieldwork.

We will ask parents for voluntary contributions to help school fund the range of these opportunities we offer, but no young person will be excluded from an activity on the basis of a parent's inability or unwillingness to pay this contribution. The Governing Body reserves the right however, to cancel an activity in its entirety if insufficient voluntary contributions are received.

From time to time we may invite a non-school based organisation to deliver an enrichment activity during the school day which is additional to the National Curriculum. To allow these activities to take place, we will ask parents for voluntary contributions to help school fund the range of these opportunities we offer, but no young person will be excluded from an activity on the basis of a parent's inability or unwillingness to pay this contribution. Parents are also entitled not to pay any fee for enrichment activities and instead to ask the Headteacher to agree to their child being taught elsewhere in the school for that period. The Governing Body reserves the right, however, to cancel an activity in its entirety if insufficient voluntary contributions are received.

#### **4. Activities wholly outside the school day**

No charge will be made for education provided outside of normal school hours if it is part of the Early Years Foundation Stage or National Curriculum, or is part of a syllabus for a prescribed public examination that the pupil is being prepared for at this school or part of religious education.

Enrichment activities not required as part of the national curriculum or religious education *and* which are wholly outside school hours are Optional Extras and chargeable. Please see [Section 7](#) for more information about charging for Optional Extras.

Lunchtime activities, after-school and other extra-curricular clubs are wholly outside of school hours and do not fall under the definition of 'education' above. Please see [Section 7](#) for more information about charging for Optional Extras.

#### **5. Non-residential activities that take place partly during and partly outside the school day**

Where the majority of time spent on a non-residential activity is *within* normal school hours, the charging regime will be as if it happens *fully within* school hours. The majority of time is defined, in this case, as more than 50%. Travel time is included when considering the time spent on an activity only when it occurs during school time as defined in the Introduction.

#### **6. Residential activities**

Currently, Inglewood Nursery and Infant School is not offering any residential activities.

#### **7. Optional extras**

The Governing Body reserves the right to charge parents for activities deemed to be optional extras. Such activities will include, for example: after-school craft club and after-school sports clubs which do not fit the definition of 'education' in [Section 3](#). Parents must make payment in order for their child to participate.

In 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. This includes supply teachers engaged specifically to provide the optional extra; and

#### **8. Music tuition**

No charge will be made for tuition for pupils learning to play musical instruments.

## 9. School Meals

School meals are available to all infant pupils at no cost. Information on how to apply for free school benefit related meals is available from the school office and can be found at: <https://www.gov.uk/apply-free-school-meals>.

## 10. School milk scheme

We understand that under 'The Requirements for School Food Regulations 2014', we must make lower fat milk or lactose-reduced milk available for drinking at least **once** a day during school hours at a fair cost or free of charge to all pupils who are entitled.

Up to one third of a pint of milk is available to all children free of charge, regardless of their family circumstances up to the age of 5.

When a child has their 5<sup>th</sup> birthday, a small charge will be made towards the cost of continuing to provide this single portion of milk to those parents who want their children to continue receiving it.

Children who have reached the age of 5 and have not yet reached the age of 19 can continue to receive free school milk if their family is in receipt of one of the prescribed benefits. Details of those benefits can be found at <https://www.gov.uk/apply-free-school-meals>.

In the case of infant pupils who are entitled to a universal free school meal, milk must be offered free to those pupils where it forms part of the school lunch. If milk is offered at any other time during the school day, it will only be free for those pupils with an underlying entitlement to free school meals and in receipt of one of the prescribed benefits.

Currently we offer free lower fat milk or lactose-reduced milk at the school for all children via funding received in January 2023 from the Government.

## 11. Damage to property and breakages

The school will attempt to recover some, or all the costs incurred repairing wilful or culpably negligent damage or breakage of school property or such damage or breakage of property belonging to a third party where the school has been charged. The actual amount will be determined by the Head teacher.

## 12. Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship or for parents who qualify for support due to being in [receipt of benefits](#), will come through applicable funding such as pupil premium monies, specified voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to school and/or charges to parents.

## 13. Debt recovery

It is the financial management policy of this school that all services provided by the school are paid for in advance and therefore it is expected that no debts will be accrued. In the unlikely event that debts are accrued, the Governing Body authorises school to take all reasonable measures to collect debts as part of its management of public funds. In doing so they will observe the relevant financial regulations and any other legal requirements.

Staff will follow set school procedures to secure the collection of all debts. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it. Only debts below that allowed for in the annual funding letter issued by the Secretary of State may be written off. The recovery of any sums above this amount will be referred first to the Governors and then to the Secretary of State for approval. If any debtor has a number of debts that together exceed the write-off limit, then these will be treated as a total amount.

Unless a decision to write-off a debt is demonstrably a reasonable course of action authorisation is in place to initiate legal or other action to recover debts.

A formal record of any debts written off will be maintained and this will be retained for 7 years.

#### **14. Arrangements for monitoring and evaluation**

The Governing Body will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

#### **15. References and associated Policies and procedures**

- Education Act 1996, Section 457
- Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
- DfE Statutory Guidance document [Charging for school activities](#) which includes Frequently Asked Questions (FAQs)
- Educational Visits Procedures
- Single Equality Scheme