



TOWNVILLE INFANTS' SCHOOL
Head teacher: Caroline Burden

Kindness - Determination – Resilience – Teamwork – Communication – Respect

'Together we learn – United we achieve'

Townville Infants School
Charging and Remissions Policy

Approved by:	Date:
Last reviewed on:	January 2024
Next review due by:	January 2025

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for school meals. (UIFSM apply)

3. Public examinations

There is no charge for examinations.

4. Activities that take place during school hours (this does not include the break in the middle of the school day)

Donations are requested for transport during school hours to school-organised activities.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)

5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum
- part of the school's basic curriculum for religious education.

Optional extras:

The school may charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:

a) part of the National Curriculum

b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school

c) part of religious education

d) transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education

e) board and lodging for a pupil on a residential visit

The cost of optional extras

The head teacher will decide when it is necessary to charge for optional activities, on the recommendation of the Resources committee.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Depending on the activity, if parents are unable or unwilling to pay the full charge, (at the discretion of the Headteacher or Governing Body) they may be allowed to make a part payment, or in some instances have the activity cost totally funded by the school (**section 12**).

When 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, including supply teachers engaged specifically to provide the optional extra

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6. Activities that take place partly during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. No charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

7. Residential activities

Charges for residential activities will be calculated at a cost per child including transport and accommodation.

8. Music tuition within school hours

Townville Infants follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if:

The teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if:

The music tuition is part of the National Curriculum.

9. Extended services

Townville Infants is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g., by providing access to parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

10. Damage to property and breakages

Where school property has been wilfully damaged by a student Townville Infants may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the head teacher and dependent on the situation.

11. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- 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)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

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- *Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)*

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The head teacher will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and head teacher.

12. Voluntary contributions

The school, school governing body, or Local Authority may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupil's education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

13. Inability or unwillingness to pay

Townville Infants is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.