

Clarendon Infant School



Charging and Remissions Policy

Rationale

Sections 449–462 of the Education Reform Act 1996 require schools to formulate their respective Charging and Remissions Policy. The basic principle is that education for registered pupils in LA or Grant Maintained schools should be free of charge:

- if it takes place in school hours
- if it is outside school hours but is a required part of a syllabus for a prescribed examination, as part of the National Curriculum, or as part of Statutory Religious Education

However charges may be made for certain activities and the Education Reform Act 1996 requires the Governing Body to draw up a “Charging Policy”, with respect to any provision for which it intends to levy a charge and a “Remissions Policy”, which would explain under what circumstances it would remit any charge in accordance with the Charging Policy.

Purpose

This school accepts the recommendations made by Wiltshire LA with reference to charging for school activities.

The school recognises and endorses the principle that the school’s curriculum should be available to every child and that each child’s access should not be limited by the imposition of charges.

However it is acknowledged that school visits, camps and trips are a valued part of the pupils’ education in that they allow further opportunity to enrich the curriculum provided. It is in these circumstances that it is felt necessary to levy charges.

The criteria for setting such charges is intended to be easily understood by parents and seen to be fair. It is also important that parents recognise that such contributions are genuinely “voluntary”.

Broad Guidelines

No charges will be made for school-based extra-curricular activities such as clubs, choir activities etc., with the exception of some clubs which are offered by an outside provider. It is possible that the cost of medallions/certificates which are optional extras may be recouped from parents, e.g. cycling proficiency badges, swimming badges.

Visits and Visitors

Parents will be asked to make a donation towards the cost of day trips and excursions in connection with the children’s studies/topic work. Requests for such donations will be made in writing prior to such visits.

If children are absent on the day of the visit, refunds can only be given for entrance fees not charged, but not for coach transport.

The school reserves the right to cancel any planned visit if the parental contributions are such that costs incurred by the school in such a context prove prohibitive.

Children entitled to free school meals are eligible for a free packed lunch when they are out of school on day trips. Class teachers are responsible for informing the office of such requirements one week before the visit so that orders can be placed.

Parental Donations

All visits are planned on a strictly non-profit-making basis.

Parental donations requested must reflect actual costs and under no circumstances will parents be expected to subsidise costs beyond those incurred by their own child's participation.

Additional Funding Arrangements

In cases of extreme financial hardship families will be given details of how to apply for grant aid. This is usually done in a private discussion with the Headteacher or her representative. All such information is strictly confidential and should not be divulged to any other party.

In exceptional circumstances the Headteacher may seek assistance with funding for individual families from local charities. In such cases the names of pupils concerned should not be given, neither should any precise details be given which would make it possible to identify the family concerned.

Other Activities

From time to time other activities may be planned within the school, e.g. visits by theatre groups, which entail additional costs to the school. In such instances parents will be asked to make a donation towards these costs but, once again, donations received will not reflect any margin of profit.

Other Levies

- The cost of materials in practical lessons when parents know in advance that they can contribute.
- Lost or badly damaged library books or reading books or wilful damage to other items of school equipment, or the school building.

Responsibility for approval:	Budget and Resources Committee
Policy agreed (date):	October 2021
Next review (date):	October 2023