

EASTFIELD INFANTS' & NURSERY SCHOOL

CHARGING AND REMISSIONS POLICY

Introduction

This policy covers all areas of charging and rebates/remissions and follows the recommendations issued by Lincolnshire County Council in the School Administration Handbook; where further detail and clarification can be found.

- Educational Visits & Excursions – including voluntary contributions
- Swimming – Year 2 (non compulsory provision)
- Hot Meals
- Charging for Breakages or Losses
- Lettings of Grounds or Buildings

Principles of a Charging Policy

Education provided by any maintained school should be free of charge if it takes place wholly or mainly during school hours. The lunch hour is not considered to fall within school hours.

We make no charge for National Curriculum and related activities in school time. However, we will ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution but the activity would have to be financially viable to take place.

Support is available towards part or all the cost of an activity where there are financial difficulties or the family is in receipt of Income Support or Family Credit.

Charging and remissions policies should be reviewed periodically and details notified to parents as well as being included on the schools website.

Principles of a Remissions Policy

We may charge where it enables an increase or enriches non-statutory extra-curricular provision at any time.

Lincolnshire County Council's Charging and Remission Policy

- Individual instrumental or vocal tuition, where this is over and above the requirements of the National Curriculum and/or an approved examination syllabus, where this takes place during the school day and is subject to the parent/carer requesting the tuition. (Children in the care of the Local Authority will continue to be entitled to free tuition).
 - A charge may be made.
- Transport to work experience.
 - Parents will pay directly (Except statemented pupils where the statement refers to transport).

- Board and lodging on residential visits.
 - Charging is permitted for this element only, (other costs, such as transport etc., may be financed by voluntary contribution or from other sources).
 - If the visit is wholly or mainly in school hours, children whose parents are receipt of the benefits listed above, are entitled to the remission of these charges.
 - The cost involved will be met from the school's resources. Governors will determine and finance school policy and any remissions in addition to those required by law.

Voluntary contributions

It is always open to a school to seek voluntary contributions to offset in part or whole, the cost of a visit in school time. No pupil must be excluded, however, because they or their parents decline to make such a contribution. The cost to the child should not exceed their actual share of the visit without making it clear to parents what element of the contribution being requested covers other expenses. If the number of places available on a visit is less than the number of pupils wishing/eligible to participate, the school is entitled to select those to participate on educational grounds but the selection must be on such grounds only.

If sufficient voluntary contributions are not forthcoming the school may reserve the right to cancel the proposed visit.

Parents must be reminded on each occasion letters are sent to them about a proposed visit in school time that they are under no obligation to contribute towards its cost.

1. Swimming

East Lindsey District Council makes a small charge per pupil to cover the hire of the pool and provision of lifeguards and swimming teachers. This is substantially subsidised and is less than half the cost of a course of swimming lessons with ELDC directly.

At KS1 swimming is not a compulsory part of the curriculum. The Governors feel that it enhances the childrens curriculum.

We wish to ensure that the cost of the optional curriculum activity; swimming, is not borne by the school at the expense of other mandatory curriculum activity. Therefore if payment is not received before the agreed administration and management deadline, the child will accompany the rest of the class to the pool but not swim thereby not incurring any charge.

2. Hot Meals

Children's Meals

For all infant school children (R, Y1 & Y2) school meals are available free of charge following the government's announcement of UIFSM (Universal Infant Free School Meals) which came into effect from September 2014.

Nursery children who are eligible for Free School Meals and are in Nursery full time would receive a free meal. Other meals may be bought.

Staff Meals

Staff are able to order a meal using the same ordering and payment system as the children. Payment will include VAT.

The cost per meal will be reviewed regularly (in partnership with the provider) and there is currently a small reduction for lunches bought by children in the nursery.

3. Charging Parents for losses and breakages

We ask parents to pay a nominal voluntary contribution towards the cost of replacing small items such as reading books, reading bags etc which have been lost or accidentally damaged. This will also apply to replacement of small items due to damage resulting from a pupil's behaviour. Where there is larger damage resulting from a pupil's behaviour eg a broken window or item of furniture, the actual cost of the repair or replacement will be requested.

4. Lettings

“An extended school is one that provides a range of services and activities, often beyond the school day to help meet the needs of its pupils, their families and the wider community” (DfES).

Evaluation of extended schools in this county and elsewhere indicates that there are major benefits for schools and their communities, including higher levels of pupil achievement, increased pupil motivation and self-esteem, additional facilities and equipment and increased local opportunities for learning and access to a range of services. The extended school can thus be of particular benefit both in urban areas with high levels of social deprivation and to isolated communities where the school can provide a focus for many local services and activities.

The extended school may be anything from a weekly letting for an adult education class to a “full service school” providing a wide range of student and community services and facilities before and after the normal academic day, at weekends and during school holidays.

Charge Free Lettings:

A lettings fee will not be charged if the booking is made by or on behalf of the school and the purpose is for the direct benefit of the pupils or the school either educationally or financially. Eg Parent-Teacher Consultations, Induction Evenings for new parents, Home School Association Fundraising events, Family Learning courses involving children at the school.

Chargeable Lettings

Lettings fees will be based on those recommended by Lincolnshire County Council plus an element of profit, where applicable for business lettings.

Letting fees for other courses eg ‘Taster’ courses for parents, held during the school day will be considered individually.

5. Extra Curricular

Eastfield Infants' and Nursery School is dedicated to providing a well-rounded and extensive education for our children which includes a wide range of extra-curricular activities (extended services):

- a high quality learning opportunity either side of the school day – Breakfast Club and After School Club. The charge made for this club will not exceed the cost of the activity.
- there will be no charge for extra-curricular clubs.

6. Charges for Services

Details of charges for photocopier, telephone and fax facilities are available from the school office. Subsidised rates are set for community users and non-subsidised rates for non-community users.

5. REVIEW

This policy is reviewed every 3 years or whenever deemed necessary by the Head Teacher and Governors in the light of events, updates to Lincolnshire County Council Policy and changes in the law.

Policy reviewed by governors on 14 March 2017.

Signed
Chair of Resources and Management Committee

Planned review date:- Spring 2020