

PADNELL INFANT SCHOOL

BOARD OF GOVERNORS



CHARGES & REMISSIONS POLICY

Name of Unit/Premises/Centre/School	Padnell Infant School
Date of Policy Review	June 2017
Date of Next Review	June 2018
Name of Headteacher	Mrs Mandy Grayson

Administration Record

Issue	Modification	Approved
1	Resources Committee Approval	19 June 2017
1.1	Resources Committee Comments Incorporated	19 June 2017

Contents Page

- Administration Record 2**
- Contents Page..... 3**
- 1 Introduction..... 4**
- 2 General 4**
- 3 Voluntary Contributions 4**
- 4 Educational visits 5**
- 5 Visits by theatre groups 5**
- 6 Breakage's and Damage 5**
- 7 Before and After School Care 6**
 - 7.1 Before School Care 6
 - 7.2 After School Care 6

1 Introduction

- 1.1.1 The Governors have approved the following policy so that it can be clearly understood by teachers organising activities and by the parents of our pupils what our practice will be:
- 1.1.2 This policy will be reviewed annually.

2 General

- 2.1.1 Activities offered wholly or mainly during normal teaching time shall be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- 2.1.2 If the number of places available for a particular activity is limited, the school will decide which pupils should be given the opportunity to participate, without reference to parents' willingness or ability to make a voluntary contribution towards the cost.
- 2.1.3 Neither a pupil at this school nor his or her parents will be required to pay for, or to supply, any materials, books or other equipment for use in connection with National Curriculum Education provided during school hours. Parents may, however, be invited to provide their children voluntarily with particular items, in order to release resources for the school budget for other purposes, but no child shall be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

3 Voluntary Contributions

- 3.1.1 The restrictions on charging for school activities do not in any way prohibit or restrict a Local Authority school from seeking voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours, residential or non-residential. Such contributions must make it clear:
- a. That there is no obligation to contribute; and
 - b. That registered pupils at a school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

- 3.1.2 If the activity cannot be funded without voluntary contribution, the school will make this clear to parents at the outset. The initial letter will explain the nature of the proposed activity and its likely value in educational terms. It will then indicate the contribution per pupil which will be required if the activity is to take place. It will be emphasised that there is no obligation to contribute and that no pupil will be omitted from the activity because his or her parents are unable to contribute, but it will be made equally clear that the activity may not take place if parents are reluctant to support it financially.

4 Educational visits

- 4.1.1 Competitive prices are obtained for travel (usually coach) and party rates for admission to places of interest which allow considerable reductions. Parents are notified of the cost of the trip, if the trip is to be a viable one, and they are invited to make a voluntary contribution equal to this amount. If the response is such that a shortfall is likely, the parents will be informed that the visit will be cancelled.
- 4.1.2 In cases of genuine financial hardship the school will endeavour to see that children participate in most activities. Parents are advised to contact the Headteacher directly where the case will be dealt with in total confidence.
- 4.1.3 The value of educational experience is carefully weighed before trips are planned, and it is our view that children gain a great deal from first hand learning of this nature.
- 4.1.4 A refund will be given if the pupil is ill.

5 Visits by theatre groups

- 5.1.1 Visits by theatre groups are costed according to the charge of the group visiting and are always kept to a bare minimum. All pupils benefit from these presentations regardless of contribution made or lack of it.

6 Breakage's and Damage

- 6.1.1 The Governors have agreed that the school will ask parents to pay for the cost of replacing items lost, damaged or destroyed as a result of a pupil's behaviour. This might, for example, cover the cost of replacing a broken window or a defaced, damaged or lost book.

7 Before and After School Care

7.1 Before School Care

7.1.1 The session runs from 7.30am to 8.40am a breakfast is offered to all children attending the session. The fee is £3.50 per session; there are no half-sessions.

7.2 After School Care

7.2.1 The after school club, runs from 3.05pm to 5pm every school day. Charges are as follows:

- i) *Fee A - £5.00 per day if the child attends the club from 3.05pm & is collected any time up to 5pm (there are no half sessions), a drink & a snack is offered to all children.*
- ii) *Fee B - £2.00 per day if the child attends an after school club run on the school site but is not offered the snack.*

7.2.2 Parents are asked to pay on the day their child attend the club or the start of that week. Any parent who pays in advance for the upcoming half term will be offered a 10% discount for sessions booked for that half term. No parent will be entitled to this discount once the new half term has started. Parents will be informed at the end of the week of any outstanding money; this must be paid by the Monday of the following week. If a child's account goes into debt of more than £30 a letter will be issued/parent contact explaining that the offer of childcare will be withheld until full payment has been made to clear the debt.