



Whitehall Nursery and Infant School

Charging and Remissions Policy

This policy clearly sets out the types of activity that can be charged for and when charges will or will not be made. Throughout this document the word **charge** means: a fee payable for specifically defined activities, and **remission** means: the cancellation of a charge which would normally be payable

The governing body is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that our offering of school trips, activities and educational extras discriminates against no child.

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

We will not make a charge for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the national curriculum
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer
- Transport provided in connection with an educational visit
- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum

We may make a charge for:

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras
- Music and vocal tuition when the tuition is provided at the request of the pupil's parent/carer
- Use of the Family Learning and Art Centre

Optional extras

We may charge parents for the following optional extras:

- Education provided outside of school time that is not part of the national curriculum

- Transport to and from events, outside of school time, that are not part of the national curriculum
- Before and after school clubs offered to pupils

When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

The school will not charge in excess of the actual cost of providing the optional extra. We will not charge a subsidy for any pupils wishing to participate but whose parents/carers are unwilling or unable to pay the full charge. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is essential before an optional extra activity can be provided.

Cost for hiring FLAC

A basic charge of £35 an hour will be made for the FLAC space including use of toilets and kitchenette. This charge will be made to any individual, group or organisation that is hiring the premises privately (eg birthday party etc) as part of their business or for financial gain. Individuals, groups or organisations that are hiring the venue for non profit charity or community work will not be charged but might be asked for a contribution that relates to the amount of energy used during the period of hire.

Voluntary contributions

We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents/carers at the outset.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity.

If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

We will do our best to ensure that parents do not feel pressurised into making voluntary contributions.

Damage and/or Loss

Where damage has been caused to the Schools' buildings or equipment due to a child's behaviour, charges may be made to parents/carers for the cost of repairing or replacing the damaged items. Charges may be made for the cost of replacing any non-returned property or other item which had been loaned or hired to a pupil. This includes reading and library books. However, parents will not be taken to court for failure to pay such costs.

Remissions

In some circumstances the school may not charge for items or activities set out in this policy. This will be at the discretion of the Headteacher who has been given this authority by the governing body.

Personal Photocopying

There is a charge of 20p per sheet for personal photocopying. Students are made aware that policies may be photocopied for use in course work at a charge of 20p per sheet to defray costs.

Freedom of Information Act (FOIA)

Hard copies of information requested under the FOIA will be charged at 20p per sheet to defray printing costs. Postage will also be charged. There will be no charge for information downloaded from the internet.