



Charging & Remissions Policy

Reviewed: Autumn 2017

Next Review Due: Autumn 2018

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Hurst Green Infant School and Nursery
and
Hurst Green & Holland Children's Centre**

Charging & Remissions Policy

Governors' Committee Responsible: Full Governing Body

Links to Other Policies: Lettings

Review Period: Annually

Status: Statutory

Aim

The aim of this policy is to set out the circumstances in which charges will or will not be made for School and Children's Centre activities and when charges may be waived.

The school wants to provide a range of experiences to enrich and extend pupils' learning and contribute to personal development. All pupils should have an equal opportunity to benefit from school visits, curricular and extra curricular activities. However some of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents / carers are charged for the cost.

The policy sets out what we charge for, how we will try to make it manageable for parents / carers and how we will help parents / carers with limited incomes.

Policy statement

The policy must comply with the requirements of the Education Act 1996, the LA Charging and Remissions Policy for School Activities provided or arranged by the authority and the provisions in Section J (Charging & Remissions) and Section N (Children's Centres) of the Finance Manual (available on the Babcock website).

Voluntary contributions

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

The contribution will be voluntary and if the parent / carer is unable or unwilling to pay the child will not be excluded from the activity.

However if sufficient contributions are not received the activity may be cancelled.

Parents / carers will be advised of this when the voluntary contribution is requested.

Chargeable costs

Charges will be made for materials, books, instruments or equipment if the parents / carers wish the pupil to own them.

This means we can charge for:

- Materials used in technology if the child is expecting to take the finished product home
- Cookery ingredients if the child will take the result home
- Trips which are not part of the school curriculum or are outside the school day
- After school clubs

We can charge for music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of children.

The charge will not exceed the actual cost of providing the optional extra activity. Agreement for the charge will be obtained before the optional extra activity is provided.

Activities run by a Third Party

Where activities are run by a third party outside school hours, the third party will charge parents / carers directly for the cost.

Breakages and Fines

The Governors reserve the right to ask parents / carers or Children's Centre users to pay for the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil / user's behaviour.

School Uniform

The Governors have arranged for certain items of school uniform to be available through the school. The items must be paid for, but the charge will not exceed the actual cost of providing the uniform (including delivery and a small admin fee).

Pupils will not be treated differently according to whether or not their uniform is purchased through the school or through a high street retailer.

A small selection of second hand uniform, donated by other parents / carers, is available to any parent / carer who wishes to use it in exchange for a voluntary, nominal contribution.

Children's Centre

Service Users

Free activities, charging and voluntary donations

Any activity made available by the Children's Centre that meets one or more of the priorities detailed in the Service Delivery Plan will be provided free of charge to all participants. This applies to services provided directly by the Children's Centre as well as those made available through third parties.

Voluntary donations towards the cost of resources, refreshments or the provision of services will be requested where deemed appropriate by the Children's Centre Manager in consultation with the Head Teacher, but users who do not contribute will not be treated any differently to those that do and it will be made very clear that such contributions are sought on a purely voluntary basis.

Where there is a charge to the Children's Centre for resources accompanying a course, the Centre may pass this charge onto parents e.g. the parenting puzzle book for the course delivered by Family Links.

Service Providers

Providers who should not be charged

When working in partnership with statutory partners and agencies to provide integrated early childhood services for families with pre-birth to 5 years, the Children's Centre will provide free use of its accommodation for activities agreed in the Service Delivery Plan. As a result, the following organisations, when providing Children's Centre core services, will not be charged:

- Health
- Job Centre Plus
- Portage Early Education Support Service
- Surrey Early Support Service
- Early Help Networks (facilitated by the CAF team)

In addition the Citizens' Advice Bureau will be given access to the Children's Centre premises without paying.

A charge will be made for additional consumables and services provided by the Centre for example photocopying and refreshments, at the discretion of the Children's Centre Manager in consultation with the Head Teacher.

Organisations that can be charged

Where it can be accommodated without detriment to the operational effectiveness of the Children's Centre services, the Centre will make arrangements for the use of their accommodation by other organisations and groups.

Examples of organisations that can be charged for accommodation include, but are not limited to:

- Surrey County Council departments
 - Surrey Early Years and Childcare Service – training, meetings and cluster/networks
 - Surrey Children's Services – hosting children's social care supervised contact visits. In such circumstances a fixed charge of £10 per hour has been agreed centrally.
- Childminding groups
- Children's activity providers
- NCT (Bumps & Babes)

Use of the Children's Centre premises by third parties whose activities are not related to the core services will be regulated under the provisions of the Lettings Policy.