



Rose Green Infant School

Charging and Remissions Policy

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for children to have a school meal at Rose Green Infant School as all children are entitled to a Universal Free School Meal up to the end of Year 2.

3. Public examinations

Children at Rose Green Infant School do not sit public examinations.

4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours except for music tuition (**section 8**).

There is no charge for transport during school hours to school-organised activities, although parents/carers may be asked to make a voluntary contribution.

We may charge for:

- optional extras (**section 5**)
- music or vocal tuition (**section 8**).

5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the National Curriculum
- part of the school's basic curriculum for religious education.

Optional extras

The school will charge for optional extras. Optional extras at Rose Green Infant School would be:

- extended day services offered to pupils (after school clubs)

The cost of optional extras

The Headteacher will decide when it is necessary to charge for optional activities, and these charges will be communicated to parents and carers.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of

subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the costs of buildings and accommodation.

Participation in any optional extra activity will be based on parental choice and a willingness to pay the charges. The school will need to have the agreement of parents/carers before organising the provision of an optional extra where charges will be made.

6. Activities that take place *partly* during school hours either on or off site

Where most of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on the activity if the travel itself occurs during school hours.

In cases where most of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

7. Residential activities

At Rose Green Infant School, our children do not go on residential activities due to their young age.

8. Music tuition within school hours

Rose Green Infant School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

There is no charge for vocal or instrumental tuition for a student who is looked after by a local authority. This includes instruments, music books and exam fees.

9. Extended services

Rose Green Infant School provides a well-rounded and extensive education for our pupils, which includes a range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

We currently offer before-school fencing lessons to our Y2 pupils, which is at no cost to parents/carers, and a range of after school clubs, which are run by external providers – **see section 5**. The costs for these clubs are set by the providers, in discussion with the school. The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

10. Refunds

Request for refunds for trips (if the child did not go) will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made verbally or in writing to the school office. If approved, refunds will be processed via the original method of payment.

11. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent/carer the school may charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

12. Remissions and concessions

The school will consider the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of Pension Credit
- Working Tax Credit run-on
- Income related Employment and Support Allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Headteacher.

13. Voluntary contributions

At Rose Green Infant School, we may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to contribute.

14. Inability or unwillingness to pay

Rose Green Infant School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

15. Complaints

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.

Model Policy written by Browne Jacobson (Education Lawyers), August 2021

Adopted by RGIS: September 2021

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