



SUDLEY INFANT SCHOOL

Charging and Remissions Policy

Signed: Ms Sue Milan Chair of Governors	Autumn 2017
Next review due:	Autumn 2019

Charging and remissions Policy

Rationale

The Governing Board has agreed that it will support school activities organised during or outside the school day, which may include a charging element to parents and carers

It is the aim of Sudley Infant School to ensure that;

- activities offered in normal school time should be available to all pupils regardless of their parents and carers' ability or willingness to help meet the cost;
- pupils will not be treated differently according to whether or not their parents and carers have made any contribution in response to a request.

Principles

The Education Reform Act 1988 clarifies the activities for which charges can be made or voluntary contributions sought. The Act gives LAs and schools the discretion to charge for optional activities provided wholly or mainly out of school hours, and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, whether during or outside school hours.

If the full cost towards any of the optional activities is not available from voluntary contributions, then it will be at the Headteacher's discretion to further subsidise the cost from other sources, including school funds, disadvantaged fund to enable the activity to take place.

If the amount of the subsidy required (other than voluntary contributions) is too great, then the activity may be cancelled.

Responsibilities

Authority for day-to-day management of the policy is delegated to the Headteacher and School Admin Officers who will determine the costs of activities other than those set by the Governors. See Annex A *Policy into Practice*. The School Admin Officer and staff, are responsible for overseeing the collection of income, are aware of current charge rates and VAT implications.

This Charging Policy is reviewed every two years by the Governing Body.

Policy into Practice

Charges

School activities

Sudley Infant School will operate the following policy on charges and contributions for school activities, where such activities involve additional expenditure.

- Ingredients or materials for Art Design & Technology:
Materials may be charged for, or parents will be required to supply these, if the parents have indicated in advance a wish to own the finished product.
- Activities which take place wholly or mainly outside school hours and which are not a statutory part of the National Curriculum may be charged for eg outings, visits, sports coaching etc.

Charges may be made for all or part of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.

- Activities which involve pupils in nights away from home:
Charges may be made for board and lodging. Families receiving Income Support or Family Credit will be exempt from board and lodging charges.

Charges must not exceed actual cost otherwise there may be VAT implications.

Other Charges

Private Photocopying/Telephone Calls

The Governors have agreed a charge will be levied for private photocopying and telephone calls. These will be subject to VAT regulations. These charges will be reviewed annually.

Income from Sales - Non-Profit Making

Some goods may be purchased through the school for the convenience of parents, pupils or teachers. The school will not seek to make a profit from these sales. Goods in this category could include uniform, plimsolls book bags etc.

Income from Sales - Profit Making

Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, PTA or other charity. Goods in this category could include school photographs, bring and buy items etc which may be subject to VAT.

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donation will be used.

Income from Lettings

The Finance Committee annually reviews and sets charges made for use of school premises. See separate *Premises Hire Policy*.

Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum eg outings and visits which take place wholly or mainly during school hours, and visits to the school by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will clearly state:

- there is no obligation to contribute;
- pupils will not be treated differently according to whether or not their parents have made a contribution;
- the proposed activity may not take place unless a substantial majority of parents contribute;
- a suggested amount for a contribution to cover costs.

Remission

It is the practice to:

- look at individual cases where parents have been unable to give a donation;
- agree how to fund shortfalls for activities.

If the full cost towards any of the optional activities is not available from voluntary contributions, then it will be at the Headteacher's discretion to further subsidise the cost from other sources, including school funds, to enable the activity to take place.

If the amount of the subsidy required (other than voluntary contributions) is too great, then the activity may be cancelled.

Summary details of any remissions will be reported to the Finance Committee.