

**Busbridge Infant School**  
**Charging and Remissions Policy**

**Governors' Committee responsible:** Resources

**Review period:** Annual

**Next review date:** Autumn 2022

Agreed by the Resources Committee on:

Signed by:

Headteacher: ..... Date:

Chair of Resources ..... Date:

Website Y/~~N~~

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# **Busbridge Infant School**

## **Charging and Remissions Policy**

### **1. Introduction**

This policy has been revised by the Headteacher and Governors with reference to the Surrey County Council Finance Manual, Section J August 2019) and in accordance with the provisions in the Education Acts. It is subject to annual review.

The policy complements the Single Equality Scheme.

### **During the School Day**

At Busbridge Infant School, all education during the school day is free. We do not charge for any activity undertaken as part of the National Curriculum, and all of our pupils have equal access to learning. Neither pupils nor parents may be required to pay for, or to supply, any materials, books, instruments or other equipment for use in connection with education provided during school hours.

### **2.1 Voluntary contributions**

Busbridge Infant School may invite parents to contribute to the cost of any activity organised to enrich the curriculum and educational experience of the children. All contributions will be voluntary. However, if an activity cannot be funded without voluntary contributions, this will be made clear to the parents at the outset, as will the possibility that the activity may have to be cancelled if parents are reluctant to give support. It will be left to the Headteacher's discretion to decide whether school funds may be used to subsidise an activity in the absence of full parental support.

There will be no limit to the level of voluntary contributions which parents or others can make to a school activity nor will any restriction be placed on the use to which such contributions will be put, provided that the funds are used for the purposes specified in the request for them and no profit is made by the school. For example, contributions may be used to subsidise pupils from low-income families or accompanying teachers.

No pupil will be treated differently according to whether or not their parents have made a contribution to an activity.

### **2.2 Charging for materials/ingredients used in school**

Parents who are willing to contribute in cash or kind may be asked to do so on a voluntary basis particularly if they have indicated a wish to own the finished product. Contributions will never exceed actual costs and no pupil will be treated differently according to whether or not their parents have made a contribution to an activity.

### **Optional activities outside of the school day**

#### **3.1 School clubs**

Busbridge Infant School may levy a charge to cover costs for school clubs and activities organised and run by the school, out-of-school hours.

The costs of teaching staff involved in out-of-hours activities will only be passed on through charges if they are engaged by the school governors for that purpose.

### **3.2 Activities run by a third party**

In some circumstances the school may seek a voluntary contribution from parents for activities organised in school hours by non-school organisations. Organisers of clubs run out-of-school hours will charge parents directly.

### **3.3 Swimming**

Although there is no requirement under the National Curriculum, swimming lessons are offered to children in Year 2, during school hours. Parents are requested to make a voluntary contribution to meet the actual cost of the lessons and the transport to and from the activity. It is made clear to parents at the outset that all contributions are voluntary but that there will be the possibility that the activity may have to be cancelled without full parental support.

Where there is a case of financial hardship the Headteacher may exercise discretion as to whether to subsidise the cost of swimming lessons from unofficial school funds.

## **4. Breakages and damage**

The Headteacher may exercise discretion to request parents to pay for the cost of replacing damaged furniture, fixtures or equipment, such as a broken window or damaged book, where this is the result of a pupil's behaviour.

## **5. Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and the Unofficial School Fund.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## **6. Arrangements for monitoring and evaluation**

The Resources Committee of the governing body will monitor the impact of this policy. The Annual School Fund financial report (published on the School website) together with the Pupil Premium Report will provide the required information.