

Wallace Fields Infant School & Nursery



Charging & Remissions Policy

Wallace Fields Infant School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Reviewed: September 2020

Next Review: September 2023

Wallace Fields Infant School is proud to be a part of Inspiration Academy Trust.



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Policy Lead		Ceri Jewell	
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Date	Version	Amended By	Comment (e.g. reason for version change)
Spring 15	1	Myra Eagles	Content reviewed and updated
November 2015	2	Ceri Jewell	Updated format, inserted policy control and added further detail
November 2018	3	Ceri Jewell	Content reviewed and updated
November 2018	3	Nicky Mann	Signed off content
September 2020	4	Tara Cooke	Content Reviewed and updated

Charging & Remissions Policy

All education during school hours is free. We do not charge for any activity undertaken as part of the normal curriculum entitlement. The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

The Trustees of Inspiration Academy Trust are responsible for determining the content of the policy and the Head teachers for implementation.

Residential Trips

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the School's Curriculum, no charge is made for the education. If parents are experiencing financial difficulties they are invited to contact the school's Head teacher in confidence (see also the section on Remissions).

Music tuition

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the School's Curriculum or a public examination syllabus being followed by the pupil. Children for whom the school receives Pupil Premium funding will not be charged the full amount for such tuition.

Activities Outside School Hours

No charge is made for activities that are outside of school hours (optional extras) and are part of the curriculum. However, we may ask for a contribution towards the costs for the following:

- Travel
- Materials and equipment
- Non-teaching staff costs
- Entrance fees
- Insurance costs

Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the school's Head teacher, in consultation with the Chair of Governors may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Extra-Curricular and Before/After School Clubs

Clubs and activities provided by third parties and/or outside of the school day will be chargeable. Children for whom the school receives Pupil Premium funding will be offered such activities [for no charge or](#) at a reduced rate.

Lettings

Where an individual school makes its facilities available to outside users, this will be at a charge of at least the cost of providing the facilities. A scale of charges for such activities is determined annually by the Local Governing Board and forms part of our separate Lettings' policy

Other charges

The Head teacher or Governing Board of an individual school may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents.

These activities are known as 'optional extras'

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- School trips in general
- Theatre companies visiting school;
- Workshops delivered by visiting companies;

Remissions Policy

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity.

- Universal Credit
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the government maximum for that period
- The guarantee element of State Pension Credit

Wraparound Care -Extended Services

Wallace Fields infant School provides extended services such as Breakfast Clubs and After-School Clubs and our nursery wrap around care. Please see our Shining Stars, Rockets & Kidsquest Terms and Conditions for pricing structure of these provisions.