



Highters Heath Nursery School

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Article 3: All adults should do what is best for you. When adults make decisions they should think about how those decisions will affect children.

Charging and Remissions Policy

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Aims

At Highters Heath Nursery School we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development.

Therefore, this we aim to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will be made.

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

Roles and Responsibilities

The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the head teacher. The governing board also has overall responsibility for monitoring the implementation of this policy.



The Head Teacher

The head teacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Head Teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the Head Teacher of any concerns or queries regarding the charging and remissions policy.

School Visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. We will charge for tickets and transport on school visits, but this will not exceed the actual cost.

Damaged or Lost School Property

Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children, e.g. broken window, damaged or lost book Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Voluntary contributions

The school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible. Some



activities for which the school may ask parents for voluntary contributions include: visits from professionals including authors, performers, activity days and workshops as part of trips. No child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit, then it may be cancelled. The school will make parents aware of a possible cancellation in the information sent to parents. 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. At times the school will pay additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides information on request (No individual circumstances are disclosed).

Remissions

In some circumstances the school may not charge for items or activities. This will be at the discretion of the SLT and will depend on the activity in question.

Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- 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 £16,190 (this is subject to change).
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Monitoring arrangements

The Head teacher monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Head teacher every year at every review, the policy will be approved by the Governors. For regular activities, the charges for each activity will be determined by the SLT/governing board and reviewed in January each year.

Parents will be informed of any changes to charges as soon as possible.