



CHARGING & REMISSIONS POLICY - STOKE PARK INFANT SCHOOL

Review Information			
Responsibility:	FGB		
Review Cycle:	Annual Review		
Last review:	October 2024	Next Review:	October 2025

Purpose

The aim of this policy is to:

- set out the legislation, guidance and principles under-pinning the charging policy;
- set out the circumstances in which the school proposes to make charges;
- set out the charging arrangements determined to be appropriate for each such circumstance, and
- determine the roles and responsibilities of governors, headteacher and staff.

Aim

At Stoke Park Infant School we recognise the valuable contribution that a wide range of enriching activities, including clubs and trips can make towards students' personal, social and educational development. We aim to promote and provide such activities both as part of a balanced curriculum for our pupils and as additional optional extras.

Legislation and Guidance

This policy has been compiled in accordance with the:

- Department for Education (DfE) Charging for School Activities (May 2018);
- Education Act 1996 Chapter.

Principles

- We make no charge for National Curriculum and related activities (eg subject related visits) in school time;
- We may ask for voluntary contributions for the above activities wholly or partly in school time which otherwise would be prohibited by cost;
- No child is excluded from any such activity on the basis of non-contribution.

Charging circumstances and arrangements

Stoke Park Infant School reserves the right to make a charge in the following circumstances:

- a. activities outside school hours;
- b. Breakfast and afterschool club (before/after school care club);
- c. breakages and damages;
- d. items for resale (eg water bottles);
- e. charges for services.

a. Activities Outside School Hours

- Charges may be made to recover the full cost of any activities deemed to be optional extras taking place outside school hours eg after school clubs;

b. Breakfast and afterschool club (before/after school care club)

- A charge will be made for any breakfast or afterschool clubs

c. Breakages and damages

- The school expects that parents will pay for the cost of repairing school property (books, furniture etc) or buildings (windows, doors etc) damaged or defaced as a result of their child's behaviour.

d. School meals

- Currently all Infant age children will be entitled to a free hot school lunch.

e. Charges for services

- Personal photocopying is paid for by the member of staff making use of the facility.

Activities within school hours

- Although charges are not made for most school-time activities, we may invite parents to make a voluntary contribution towards activities and transport deemed to be taking place within school hours;
- If these activities cannot take place without sufficient voluntary funding, this will be explained to parents during the planning stage;
- If sufficient funds are not forthcoming the activity will be cancelled;
- No pupil shall be excluded by reason of inability or unwillingness to make a voluntary contribution;
- The headteacher has the authority to proceed with trips where the loss/shortfall amounts to £100 or less. Trips where the shortfall exceeds £100 must be referred to the Finance and Resources Governor.

Arrangements for part or full remission of charges

- Stoke Park Infant School Association (SPIA) will not be charged for the use of school facilities.

Roles and Responsibilities

The resources committee will:

- review and amend the Charging Policy on behalf of the governing body;
- review charges annually;
- monitor whether actual income is in line with anticipated income and is covering costs where intended and stated above.

The Finance and Resources Governor will:

- consider whether to authorise trips where the shortfall amounts to more than £100.

The headteacher will:

- be responsible for proposing charges;
- consider whether to authorise trips where any shortfall amounts to £100 or less;
- provide reports for the Resources committee.

The Business Manager will:

- provide effective financial administration enabling efficient budget management by the headteacher;
- maintain efficient and effective information systems in relation to income.

The above roles and responsibilities are to be reflected in individual job descriptions and committee terms of reference as appropriate.

Systems

Stoke Park Infant School utilises SAP and Tucasi for recording and managing school income.

Controls

Internal testing of the financial systems, including income, is to be carried in accordance with appropriate County guidance. External evaluation will be achieved through the HCC Audit process.

Expected outcomes & how it will influence the organisation:

This policy ensures that Stoke Park Infant School is compliant with legislation and DfE guidance and ensures that staff and parents are informed about the charging for school activities.

Evaluating the impact

The Governing Body will receive assurance that this policy is being implemented through feedback to the Finance and Resources Governor, following internal testing and through audit reports following any HCC audit.

DECISION TREE FOR CHARGING / VOLUNTARY CONTRIBUTIONS

