

**CHARGING AND REMISSIONS POLICY**  
**ANSTEY FIRST SCHOOL**

**Policy Review**

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed on behalf of the Governing Body on 10/1/2023. It is due for review in January 2024

The review was completed by: Lynne Vinton

Signed..... Head ..... Date

Signed ..... Chair of Governors ..... Date

## **Anstey First School Charging Policy**

### **1. Introduction**

All education during school hours is free with the exception of activities as in section 2 for which we may ask for a voluntary donation.

### **2. Voluntary contributions**

#### **a) Trips and events**

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 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. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

#### **b) Swimming**

When the school organises swimming lessons for pupils these take place in school time and are part of the National Curriculum. We subsidise the cost of any necessary transport.

### **3. Activities for which there is a charge**

#### **a) Residential trips**

If the school organises a residential visit in school time, or mainly in school time, we make a charge to cover the costs. Parents in receipt of certain state benefits (see below) will be exempt from the cost of board and lodging.

#### **b) Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents in receipt of certain state benefits may apply for remission of fees. We give parents information about additional music tuition as necessary

#### **c) Extended Schools Activities**

Breakfast and after school clubs run daily. Prices are available on our website.

### **4. Charging and Remissions Policy**

To ensure that access to activities reflects intentions, Anstey First School will implement the following Charging and Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of education activities for their children.

Where parents are in receipt of benefits from the list below, the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours. There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence

for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (as long as you're not also entitled to Working Tax Credit and you don't get more than £16,190 a year)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (with annual earned income of no more than £7,400 after tax and not including any benefits you get).

### **5. Owlets Pre-school and Fledglings Nursery**

We run a non-profit making pre-school and Nursery on site. Hours in addition to those covered by eligible funding are charged at the current hourly rate. Hours for children under the age of 3 who are not eligible for government funding are also charged at the current hourly rate (published on our website). Occasionally, due to unforeseen conditions, we may need to cancel a session. Regrettably, we are unable to refund payments made but, where possible, alternative sessions will be offered. Holidays or other circumstances causing children not to attend cannot be refunded.

Charges are made 1/2 termly and need to be paid in full within 7 days of billing, unless otherwise agreed in writing. A full half term's notice is required to cancel a place unless there are deemed to be exceptional circumstances.

### **6. Staff Discount**

Where staff have children in school, we offer a discount of 1/3 of the cost of Owlets sessions and Breakfast Club. When a staff meeting is being held, we offer a free after school club to the children of staff involved in the meeting. This offer will be reviewed with this policy to ensure the school budget can continue to support the discount.

### **7. Monitoring and review**

This policy is monitored by the governing body, and will be reviewed in two years, or earlier if necessary.