

Driffield Church of England (VC) Infant School



'Learn to let your light shine'

Matthew 5: 14-16

Charging and Remissions Policy

March 2025

Driffield CE Infant School
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Statement of intent and ethos

Driffield CE Infant School welcomes all God's children and their families and is a place where children of all faiths and none flourish and are inspired by the Christian character and values of our school and learn to love God, one another and themselves (Mark 12:30-31) in order that they can 'Live life in all its fullness' (John 10:10)

It is this ethos underpinned by the words from Matthew 5: 14-16 'Learn to let your light shine' that underpins the way we organise how we charge for activities in school ensuring that they are available to all,

Policy Statement

Driffield CE Infant School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2019) 'Governance handbook'

2. Curriculum Activities

2.1. We may charge parents for the following:

- School visits
- Optional extras
- Use of community facilities

3. Optional extras

3.1. We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum.
 - Religious education.
- Transport, other than that arranged by the LA for the pupil to be provided with education

3.2. When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

3.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

3.4. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

4. Voluntary contributions

4.1. We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

- 4.2. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 4.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

5. Private lettings

- 5.1 Private lettings will be charged for using the scale of charges as set out for community use of school premises by the local authority, to include VAT where appropriate. Discretion can be made by the Headteacher.

6. Residential visits (non-curriculum)

- 6.1. Charges for residential visits will be made as an optional extra (please see section 3).
- 6.2. We will raise a charge for board and lodging – but the charge will not exceed the actual cost.

7. Damaged or lost items

- 7.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

8. Snack money

- 8.1. The school seeks voluntary contributions from parents towards healthy snacks provided in school.

9. Breakfast and After School Clubs

- 9.1 The charge for breakfast and after school clubs is covered in the breakfast club and after school club policy.

10. Photocopying

- 10.1 A charge of 5p per A4 side may be made to cover the basic cost of private photocopying.

11. Freedom of Information

- 11.1 Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.

11.2 Single copies of information covered by this publication are provided at a cost based on the photocopying charge above.

11.3 If the request results in a large amount of copying or printing and a postal charge, we will advise you of the cost before fulfilling your request.

11.4 All charges will be fair and reasonable.

12. Remissions

12.1. We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

12.2. Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Income Support
- Income-based Jobseeker's 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, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

12.3. To request assistance, parents should contact the Headteacher or School Business Manager on 01377 253094.

12.4. Pupils entitled to pupil premium are offered 2 free places per week at Breakfast Club, reduced contribution towards school trips (curriculum based only) and a reduced rate for extra-curricular clubs.

13. School trip refunds

13.1. All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

13.2. In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.

13.3. In the event that a school trip is cancelled due to unforeseen circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The

Headteacher will consult the Governing Body on the matter, taking into account the cost to the school, including alternative provision cost.

- 13.4. In the event that a school trip is postponed due to unforeseen circumstances, it is at the Headteacher's discretion as to what happens with the parental contributions for the trip. The Headteacher will discuss options with the Governing Body, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
- 13.5. In the event that a pupil or their parents cancel their place on a trip, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the Governing Body on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.
- 13.6. Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.
- 13.7. In the event that a pupil cannot attend a trip at the last minute (e.g. due to illness), it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the Governing Body on the matter, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.
- 13.8. Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account.
- 13.9. Excess expenditure will be subsidised by the school fund.
- 13.10. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.
- 13.11. If a parent wishes to make a complaint about refunds, they can do so via the Complaints Policy.

14. Monitoring and review

- 14.1. This policy will be reviewed annually by the Governing Body.
- 14.2. The next scheduled review date for this policy is March 2026