



LONG DITTON
INFANT AND NURSERY SCHOOL
THE HEART OF LONG DITTON SINCE 1911

CHARGING AND REMISSION POLICY
FOR SCHOOL ACTIVITIES PROVIDED OR
ARRANGED BY THE SCHOOL

Reviewed: Spring 2020
To be reviewed: Spring 2022

This statement has been drawn up in accordance with the requirement of the relevant legislation. The sections below set out some areas of activity for which charging is permissible under the legislation and is the Charging and Remission Policy of the Governing Body related to these activities.

The governing body of Long Ditton Infant & Nursery School is committed to the principle of free education but also recognises the valuable contribution that a wide range of educational and additional activities including workshops, outings and clubs can make towards its pupils' education. The governing body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils and as additional optional activities.

Under the current legislation the school cannot charge for:

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment) but not during the lunch break
- Education provided outside school hours, including on visits, if it is part of the National Curriculum or part of religious education
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum
- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Education provided on any visit that takes place during school hours
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school can charge for:

- Any materials, books, instruments or equipment where the child's parent wishes them to own them
- Optional extras (see below)
- Music and vocal tuition in limited circumstances.

Optional extras

The governing body may make a charge for optional extras which include:

- Education provided outside of school time that is not part of the National Curriculum or part of religious education
- Transport other than that which is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education

- Activities run by a third party which take place outside school hours.

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra

The basis for calculating the charge will be the cost of providing the optional extra activity, divided equally by the number of pupils participating. Where an activity takes place partly during and partly outside school hours, the school will apply the formula outlined in 'Charging for School Activities', (Department for Children, Schools and Families, January 2009).

Remission

The governing body delegates to the Headteacher the discretion to remit some or all of the charges for optional extra activities, organised by the School in appropriate circumstances, for example where voluntary contributions, sponsorship or other forms of subsidy permit.

a) Day educational visits arranged to support National Curriculum provision

Charging

The total cost of the visit i.e. admission charges, travel costs, preparation visits and materials required will be divided equally amongst those children eligible to participate. Parents will be informed, in writing, of the details and costing of the visit and voluntary contributions to cover the cost will be sought. Should there be insufficient income and support received, the visit may be cancelled and money refunded. Money will not be refunded in the case of any absence.

Remission

As above.

b) School Activities

Charging

Parents will be asked to make a voluntary contribution, towards each activity within the school eg. theatre visits, workshops, baking etc. In cases of hardship the school will cover the costs at its discretion. No child will be penalised if the money is not contributed. However, if enough contributions are not received the activity will be withdrawn.

Remission

As above

c) Nursery Resources

Parents are asked to make a voluntary contribution - the suggested amount will be determined annually. This will go towards various nursery resources/activities. No child will be penalised if the money is not contributed. However, if enough contributions are not received the activity will be withdrawn.

d) Loss, breakages, damage to school property, equipment and books

Children and their parents will be expected to make good any deliberate damage caused, by funding the complete cost of repair or replacement.

e) Other activities

There may be other activities arranged by third party organisations which hire requisite parts of the school premises. The charging arrangements for all of these are the direct and sole responsibility of the organisations concerned.