

# STANNINGTON INFANT SCHOOL

## Policy for Charging and Remission

Last review date March 2021





## Stannington Infant School Policy for Charging and Remission

### Stannington Infant School Vision

- To encourage a caring and positive attitude amongst the children towards all others and their environment.
- To provide a challenging, creative and rich curriculum which will develop curiosity, confidence and independence.
- To provide an inclusive, safe, secure, healthy and happy environment.

Charging is permissible for the following areas of activity:

- Board and lodging on residential visits
- Costs associated with individual music tuition
- Activities which take place wholly or mainly outside school hours
- Costs of entering public examinations
- Re-sits of public examinations

The Governing Board recognise the valuable contribution made by additional activities towards pupils' personal and social education. The Governing Board aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and, therefore, intends to ask parents to make "voluntary contributions" towards activities which take part wholly or partly within school hours.

#### 1. Admissions:-

There is no charge for admissions

#### 2. School Meals:-

There is no charge for children who are entitled to free school meals (families on income support) or universal infant free school meals (all children in Foundation Stage and Key Stage 1)

#### 3. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of specialist music tuition which is provided at the request of parents (section 5) and external providers enhancing the curriculum for example The History Van or The Space Dome.

#### 4. Materials and Equipment Charges

Charges may not be made for books, equipment etc., for use during school hours. However, Governors may charge for ingredients and materials, or require them to be provided, if the parents have indicated in advance they wish to own the finished product.

In reality, this is unlikely to happen at this school. Food Technology ingredients are usually provided by school and the resultant product consumed in school.

## **5. Activities that take place outside of school hours (non-residential)**

There is no charge for activities that take place outside of school hours when they are:

Part of the set curriculum, including sports events with other schools (NB whilst School Sports Premium is funded for schools)

Part of the school's curriculum e.g. in school pupil concerts or services

## **6. Music Tuition**

Stannington Infant School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s). The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing.

The cost of these lessons may depend on the size and duration of the class as well as the type of instrument. The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

Stannington Infant School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils in receipt of Pupil Premium.

## **7. Voluntary Contributions**

Schools and Trusts may at all times seek "voluntary contributions" for the benefit of the school generally, or in support of any activity organised by the school, whether during or outside school hours.

All contributions must be genuinely voluntary.

Requests for contributions must make it clear:

- that there is no obligation to contribute
- that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request.

If the activity cannot be funded without voluntary contributions, the Head Teacher will make this clear to parents at the outset.

## **8. Remission Policy**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing board and headteacher.

## **9. Breakages or Damage to School Premises/Equipment.**

School may ask parents or carers to pay for damage to school property or equipment, where this is the result of the pupil's behaviour.

## **10. Online Payments**

Stannington Infant School is a cashless school. All payments are made via the school online payment system on Parentmail. If parents have queries regarding the system please contact the school office on 0114 2344401 or [enquiries@stannington.sheffield.sch.uk](mailto:enquiries@stannington.sheffield.sch.uk)

Appendix 1 Sample letters to parents requesting voluntary contribution

# Stannington Infant School

Stannington Road  
Sheffield  
S6 6AN

Telephone 0114 2344401 Fax 0114 2334727

Email: [enquiries@stannington.sheffield.sch.uk](mailto:enquiries@stannington.sheffield.sch.uk)

Website: [www.stanningtoninfants.co.uk](http://www.stanningtoninfants.co.uk)

Head Teacher: Mrs Sarah Binns

Deputy Head Teacher: Mrs Elizabeth Harris

Chair of Governors: Mrs Elizabeth Tunnard



Dear Parents/Carers

In school this term our topic theme is 'Sheffield'. As part of our Science and History we are taking the Y1 classes to Kelham Island for a Steel City Workshop on **Tuesday 4<sup>th</sup> February 2020**. Using storytelling, object handling and exploration, children will learn about Sheffield's industrial history. They will discover how steel is made and have a go at making a spoon of their own. They will learn about Harry Brearley and his discovery of stainless steel and about heavy industries through imaginative exploration of the larger objects in the museum.

We will be travelling by coach. Your child will need a packed lunch – please complete your choice on the reply slip. **Please can we ask that if children bring a packed lunch from home that it does not contain any nut products.** Education guidance to schools informs us that we can only ask for voluntary contributions for visits made during the school day. As you can appreciate, Stannington Infants values the first-hand experience which visits provide and as such we rely on your contributions to enable these visits.

To enable the visit to Kelham Island to go ahead we need each child to contribute **£13.00**. This breaks down as **£8.80** for the workshop and **£4.20** for the coach. School is subsidising the cost of the visit. Should we not achieve the amount needed we will unfortunately have to cancel this trip and continue our topic in class. If contributing causes any difficulties please see Mrs. Binns. Please make payment via Parentmail and return the slip by **Wednesday 29<sup>th</sup> January**.

We will need 6 adults (3 from each class) to help us on the visit. If you are able to help please indicate on the reply slip. We thank you in advance for your support which enables us to fund these valuable educational visits.

Yours sincerely

Paula Greensmith, Joanne Everitt, Sarah Gore, Shannon Travis

## KELHAM ISLAND REPLY SLIP

I give permission for my child \_\_\_\_\_ in class \_\_\_\_\_ to visit Kelham Island on the 4th February.

I have paid £\_\_\_\_\_ via Parentmail as a voluntary contribution.

I am able/unable to help on the trip – please delete as appropriate.

Signed \_\_\_\_\_ Parent/Guardian

## PACKED LUNCH

I would like my child to have a school packed lunch

My choice of sandwich is: Tuna Ham Cheese - please delete as appropriate

I will be providing my child with a home packed lunch



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O: POLICIES