



# *Elmwood Infant School & Nursery*

## *Charging Policy*

**DATE POLICY REVIEWED:** May 2023

**DATE OF NEXT REVIEW:** Spring 2026

### **Introduction**

Elmwood Infant School and Nursery recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We also recognise the important role that extended school services such as breakfast club and after school care provide for our families.

### **Charging for school activities**

The Governing Board may request to make a charge for each pupil for activities organised by the school in the following circumstances:

#### **Activities outside school hours**

The full cost to each pupil of all approved activities and services deemed to be optional extras taking place outside school hours. This includes breakfast club and after school club facilities. Late charges are applied to any parent/carer who is late collecting their child/ren from after school club. Please see the club's terms and conditions for further information.

Any parent who is persistently late collecting their child from school, despite a written warning, will be charged in line with the fees for a place at after school club.

#### **Instrumental music lessons**

Charges may be made for teaching an individual or groups of up to four, to play a musical instrument if the teaching is not part of the National Curriculum or a public examination syllabus being followed by the pupil.

#### **Materials and equipment**

Charges may be made in respect of the cost of materials, ingredients or equipment for certain aspects of the curriculum such as cookery or, if the parents have indicated in advance that they wish to own the finished product..

#### **Lost or damaged school property**

A charge may be made for the replacement of any item of school property that is lost or damaged, or a request for the item to be replaced.

### **Voluntary Contributions**

We may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

Requests will make it quite clear that contributions are voluntary and children of parents who do not contribute will not be treated any differently. No pupil will be left out of an activity because their parents cannot make a contribution of any kind. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will have to be cancelled.

### **Remissions**

In circumstances of family hardship that make it difficult for pupils to take part in particular activities for which a charge is made or where parents are in receipt of family credit or income support, parents can apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher.

Children eligible for the Pupil Premium Grant will not be expected to pay for trips within the school day or before/after school enrichment activities organised by the school.

Children whose parents are in receipt of the following support payments will also be entitled to the remission of charges for board and lodging costs during residential school trips which take place largely during school hours. A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum.

The relevant support payments are:

- Income Support;
- Income Based Jobseeker's Allowance;
- An income-related employment and support allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income does not exceed the amount indicated by Her Majesty's Revenue and Income (£16,190).
- Guarantee element of State Pension Credit.

Usual free school lunch entitlement verification procedures will be applied when considering remission of these charges.

The Governing Board may, from time to time, amend the categories of activities for which a charge may be made.