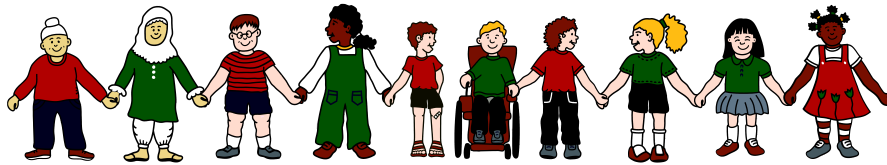


**THE GILES  
NURSERY  
AND  
INFANTS' SCHOOL**



**Charging and Remissions Policy**

**Author: Rouane Mendel**

**Date of Issue: October 2022**

**Review Date: October 2024**

## **Charging and Remissions Policy**

### **Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

### **School Meals**

School meals are provided free of charge to all children in Reception, Year 1 and Year 2.

### **School Milk**

Milk is available for children by termly order, at a termly charge set by Hertfordshire County Council. This is free of charge to Nursery children and those eligible for benefits related free school meals.

### **School Fruit / Snack Scheme**

Each child is provided with a healthy fruit or vegetable snack daily. This is provided free of charge, funded by the NHS scheme. In 2022/23 the school is trialling a breakfast scheme, where Infant children are provided with a breakfast snack on arrival at school – currently free of charge.

### **Voluntary Contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the event. All contributions are voluntary. If we do not receive sufficient voluntary contributions, then wherever possible the school will subsidise the cost of the coach travel. If insufficient funds are raised, however, we may have to cancel the event. If an event 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.

The following is a list of additional activities organised by the school, which sometimes require voluntary contributions from parents:

- visits to museums
- sporting activities which require transport expenses
- school trips
- musical events
- visitors to school.

Please note that this list is not exhaustive.

### **Out of Hours Childcare**

The school runs breakfast and after school clubs. Current charges are published on the school website and are payable by all users.

## **Nursery Lunch Club and Additional Sessions**

The school provides funded Nursery places for 15 hours per week, and for 30 hours per week to those families who meet the entitlement criteria. In addition to this extra sessions may be purchased – for full details please refer to the current admissions policy and the school website for details of charges.

## **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

This also applies to items belonging to a third party, where the cost has been recharged to the school.

## **Other charges**

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report. Charges are also made for use of school equipment, e.g. photocopier, where such use does not relate to school business.

## **Remissions Policy**

The Headteacher or Governing Body may remit in full or in part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance & Management Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Where a pupil is unable to participate in activity due to illness, the school will endeavour to refund the cost of that activity, within the resources available.

## **Pupil Premium Funding**

Where a pupil meets the criteria for pupil premium funding, the Headteacher may exercise discretion in funding appropriate activities to support and/or extend that pupil's learning.

## **Low Income Families**

Where parents of a pupil are in receipt of income support or family credit, they are encouraged to approach the Headteacher for remission of charges, either in part or in full, or to defer payment. In the case of family hardship which makes it difficult for pupils to take part in activities for which a charge is made, a voluntary contribution is requested. All such instances are dealt with sensitively and in confidence between the Headteacher and the parents.

## **Equality and Diversity**

Our school values the diversity of those making up its community, and is committed to meeting its public sector equality duties, both as an employer and service provider. Our policies, practices and procedures aim to embrace the varied needs,

expectations and culture of all members of our community, to promote equality of opportunity and to eliminate discrimination.

### **Lettings**

The school may make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be reviewed annually.

No charge will be made to the Friends & Relatives of Giles School (FROG) for their events, but they must make a formal booking and ensure they conform to the other terms and conditions applied to hirers.

For further information on Lettings please see our Lettings policy.