



# Kingsway Infant School

## Charging and Remissions Policy

### Aim

At Kingsway Infant School, we aim to make appropriate charges, which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

### Principles

- We make no charge for National Curriculum lessons and related activities in school time.
- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost.
- No child is excluded from any such activity on the basis of non-contribution
- Support is available towards part or all the cost of activity where there are financial difficulties or the family is in receipt of Income Support or Universal Credit.
- We may charge where it enables an increase in, or enriches non-statutory extra-curricular provision at any time e.g. swimming
- We support the development of community group's use of school facilities through a flexible charging approach provided we can safeguard site security.
- We offer minimum cost of facilities for non-profit making community activities
- We may raise income for the school from local groups' use of facilities

### KEY RESPONSIBILITIES

#### Governing Body

- Will review and amend the Charging and Remissions Policy
- Will review annually the charges for supplies and services and will monitor whether actual income is in line with anticipated income.

#### Headteacher

- Will be responsible for drafting proposals for charges
- Will provide reports to the Governing Body

#### School Secretary

- Will provide effective financial administration enabling efficient budget management by the headteacher
- Will manage the letting of school premises where appropriate
- Will maintain efficient and effective information systems

#### Site Manager

- Will manage the school premises during lettings

#### Users

- Will abide by the terms and conditions of the booking and hiring contract
- Will have appropriate Public Liability Insurance cover or will be covered by Kingsway Infant School's Public Liability Hirers Insurance Policy at a cost of 5% of the hire.

## **PROCEDURES**

### **1. Off Site Extra-curricular Activities/Visits**

A voluntary contribution not exceeding the actual cost will be requested.

### **2. On Site Activities**

#### **Curriculum Enriching Activities**

##### Music Instrumental teaching

Charges for individual tuition are set by the providers. Parents will be expected to hire or buy their child's own instrument; some instruments may be available for loan from the school.

##### Extra-Curricular clubs

A charge may be levied for participation in extra-curricular activities to meet the costs of materials and staffing as needed e.g. Art Club, Cooking Club

The majority of clubs are provided by external providers who provide details of costs with invitations to join such clubs.

### **3. Letting of Premises**

The annual charges are set on the basis of the county suggested rates. The conditions of hiring and booking are laid down in the contract.

### **4. Charges for Services**

Details of charges for photocopier, telephone and fax facilities are available from the school office.

#### **Remissions**

The Governors may provide financial support from the school budget, external grants or Pupil Premium Funding, for those families unable to meet the full cost of voluntary contributions or charges, on application to the headteacher. The governing body will be informed in general terms of the total provided for each activity.

The governing body support the development of community groups' use of the school through a flexible charging approach. This may include offering reduced rates for up to one month in order to assist a new group and would be negotiated with the headteacher.