



Regent Farm First School Charging and Remissions Policy

At Regent Farm First School we do not charge for most of our school-time activities. However, we make appropriate charges or request a voluntary contribution from parents/carers, which, we believe, enables the provision of a wide range of enriching activities. The decision to organise these additional opportunities is not taken lightly. Crucially, no pupil will be left out of an activity because their parents/carers are unable to make a contribution. If a parent/carer is unable to make a contribution, they should ask for an appointment to discuss the matter with the Head Teacher or our Parent Support Advisor.

There is no limit on the level of voluntary contribution, which parents/carers can make to school activities nor is any restriction placed upon the use of such contribution. A request for a voluntary contribution towards the cost of an activity could, for example, include the cost of travel for accompanying adults. Also, parents/carers could be asked for a voluntary contribution towards part of the cost whilst the shortfall could be met from the proceeds of other fundraising. Many trips are subsidised from the school budget to allow the experience to be affordable for families. In some circumstances parents/carers who have contributed voluntarily may be given a refund (this could be a partial refund) if their child is unable to take part in the trip through illness.

Residential Visits

Children in receipt of free school meals at the time of a residential trip are eligible for a subsidy to help meet the cost of these trips. This is reviewed regularly with the school governors.

Principles

- We may ask for a voluntary contribution for activities wholly or partly in school time which otherwise would be prohibited by cost.
- We may charge where it enables an increase or enriches non-statutory extracurricular provision at any time.
- Contributions are made on a voluntary basis.
- No child will be excluded from any such activity on the basis on non-contribution.

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- We may provide support towards part or all of the cost of an activity where there are financial difficulties and the parent/carer has met with the Head Teacher to discuss payment.
- We support the development of all community groups use of school facilities through a flexible charging approach.
- We offer minimum cost of facilities for no-profit making community activities.
- We raise income for the school from appropriate groups' use of facilities.
- The Premises Committee will review the lettings charges on an annual basis.

Contributions are voluntary. Pupils of parents/carers who are unable to contribute will not be discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then unfortunately the activity will be cancelled.

Key responsibilities

- The Finance and Staffing Committee will review and amend where appropriate this Charging and Remissions Policy on behalf of the Governing Body annually in the Autumn Term.
- The Finance and Staffing Committee will review annually the charges and remissions and will monitor whether actual income is in line with anticipated income in the Summer Term. Amendments will be recommended where there appears to be a material shortfall or excessive income.
- The Head Teacher will be responsible for drafting proposals for charges.
- The Admin and Finance Supervisor will provide effective financial administration enabling the Head teacher to make reasonable proposals.
- The Admin and Finance Supervisor will manage the letting of school premises.
- The Administration Assistants will maintain accurate records and information of any charges or remissions made.

Additional Activities Funded by School

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Regent Farm First School meets all expenses connected with swimming lessons (provided for all Year 4 pupils).

Instrumental Lessons in school time are funded by the school. School also provides the instruments for pupils to borrow.

Extra-Curricular Activities

Most after school clubs are provided free of charge to all children on the club register.

Very occasionally, when external agencies are responsible for running clubs, there may be a small charge.

Damage to school property

Parents/carers and community groups are asked to make a contribution towards replacing damaged or lost school property caused willfully or negligently by their children or those whom they are responsible for.

Breakfast Club and After-School Child Care

There is a charge for breakfast club and after school club sessions in our Bumble Bees Out of School Club.