

Canvey Island Infant School and Nursery



Charging and Remissions Policy

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Introduction

This document is a statement of the principles and practice for all charging and remissions at Canvey Island Infant School and Nursery

It has been developed in consultation with all members of staff and will be reviewed in annually

By law, children in school years Reception to Year 11 may not be charged for activities that take place during the school day. Parents may be asked for voluntary contributions, but if they do not pay their child cannot be prevented from participating. In any request for voluntary payments, it must be clear from the terms in which it is made that:

- 1 There is no obligation to make any contribution and that children will not be treated differently according to whether or not their parents have made a contribution.
- 2 Whilst this is the case, activities may not proceed if the school determines an activity to be financially unviable

School Visits

When organising school trips, visits or special activities to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary and parents are always offered the opportunity to make their contributions in instalments. However, if there are insufficient voluntary contributions to make a trip viable, it may be cancelled.

Canvey Island Infant School and Nursery is an inclusive school. Therefore, if a parent wishes their child to take part in a school trip or event, but is financially unable to make a voluntary contribution (however small), the child will still be able to participate fully in the trip or activity **as long as the school is able to cover the costs.**

The school always pays additional costs in order to support any visit or enrichment activity.

The following is a list of additional activities, organised by the school, for which voluntary contributions from parents may be requested. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums or theatres;
- Some sporting activities which require transport expenses;
- School trips to local areas of interest, which enrich the curriculum.
- Visits from professional groups or individuals, who offer workshops for the children.

After School Clubs

The school offers additional activity clubs, via The Deanes School, before and after school hours. A qualified coach, who is not a member of our school staff, leads and organises these sessions. Fees for these sessions are set by The Deanes School, but are collected by Canvey Island Infant School and Nursery.

Lettings

Charges for lettings are agreed annually by the Finance Committee of the Governing Board.

Photocopying

Private photocopying may be undertaken only with the prior permission of the Headteacher and charges are as follows: Black & white A4 – 5p per copy Black & white A3 – 10p per copy

Residential Activities

No residential activities are undertaken by Canvey Island Infant School and Nursery.

Damages and Breakages

The Headteacher, in consultation with the Governing Board, reserves the right to make a charge for any of

the following:

- Malicious damage to equipment in the school
- Breakages to school property
- Loss of school books

Each case will be dealt with on its own merits and account will be taken of the possibility of financial difficulties.

Nursery

Parents who qualify for either the 15 or 30 hours free child care provision can apply to purchase additional sessions. There will be a charge for these sessions. Parents and carers will be informed of the cost of additional sessions before they book them.

Parents will be asked for a contribution towards additional consumables such as drinks, meals or additional services such as school trips or visitors.

School meals provided by an external catering company can be purchased via their online ordering system. Payment is paid direct to the provider.

Outstanding Debts

Parents are communicated via telephone, letter, text or email to advise them of the debt. Support is offered to families to find a speedy resolution to any debt situation.

If there are any outstanding debts older than 90 days associated to a family, the school reserves the right to refuse a family the right to access any other chargeable services.

Any sums payable by parents to which they have agreed are recoverable as a civil debt.

The school may decide to chase any debt through licenced debt recovery organisations and the courts.

The Governing Board are informed of all debtors and actions that have been taken.