



Ludlow Infant Academy

Policy for Charging and Remissions

Reviewed Date: September 2018

Next Review Date: September 2019

Introduction

Under the charging provisions of the Education Act 1996, governing boards of maintained schools and academies must draw up a statement of their charging and remissions policy before they may charge for certain defined activities. The policy must also be available online. Ludlow Infant Academy's policy below can also be found on the school's website.

Education legislation demands that schools, subject to certain exceptions, may not charge for education provided during school hours. However, schools are permitted to charge for other items and experiences provided to the pupils. Schools may also invite voluntary contributions to help support these provisions. Schools have a duty to inform parents on low incomes and in receipt of certain benefits that support is available towards certain costs when they are being asked to make contributions e.g. towards school visits.

Objectives and targets

The objective of this policy is to clarify which items and experiences that the school provides may have a charge levied upon them, how much of the cost the school expects the parents to be remitted for and who will be offered support to pay for items and experiences for their children. It will be no less generous than the LA's policy.

Action plan

At Ludlow Infant Academy we believe the children benefit from outside visits, journeys, visitors and extra-curricular activities. We follow government regulations on charging. When an event takes place during school time, we ask the parents of the children benefiting to share the cost. Legally, we are requesting voluntary contributions, but if we do not receive enough to cover the cost, the activity may be cancelled.

Remission of charges

No child is barred from attending because his/her parents have not contributed. Families experiencing financial hardship must inform the School office of their situation and an arrangement can be made. We keep such information confidential and handle situations discreetly.

Activities covered

If a child's parent wishes him/her to own books, instruments or materials used at school, then an appropriate charge will be made.

Payment

All payments should go into an envelope which states the child's name, class and what the money is for. The Parent should take the envelope to the school office or hand to the class teacher first thing in the morning. In addition to this most trips / visits will have the "pay online" option available.

Queries

If you have a query about a charge, members of the office staff are available between 8.30am and 3.30pm.

Monitoring and evaluation

This policy will be monitored and evaluated in the light of changes to legislation and comments received from parents and other interested parties.

Reviewing

This policy will be reviewed by The Resource and Audit Committee of the governing board annually.