RUSSET HOUSE SCHOOL

CHARGING & REMISSIONS POLICY

1. Introduction

This Charging Policy has been compiled in line with the Education Act 1996 and DfE guidance, specifically the documents 'Charging for school activities, 2018.

In accordance with these guidelines Russet House School:

- Does not charge for books, materials, equipment and instruction in connection with the Early Years Foundation Stage Curriculum or National Curriculum or statutory Religious Education taught at school
- Does not charge for participation in Local Authority PE /sports or arts (music or dance) competitions or festivals which the children may participate in
- Does not charge for any activities which take place during school time other than for those outlined below

2. Educational Visits

When organising educational visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the educational visit. All contributions are voluntary. If the school does not receive sufficient voluntary contributions, the school may cancel an educational visit. If an educational visit goes ahead, it may include children whose parents have not paid any contribution. These children will not be treated any differently to children whose parents have paid a voluntary contribution.

If a parent wishes their child to take part in or event an educational visit, but is unwilling or unable to make a voluntary contribution, the child is enabled to participate fully in the trip or activity.

The school may pay additional costs in order to support a visit at the discretion of the Headteacher.

3. Additional voluntary contributions

In order to help fund food and drink for snack times and additional resources for sensory activities, the school asks parents for a voluntary contribution of £10.00 per term. Payment is made via Parent Pay. If a parent does not make this voluntary contribution, the child is not precluded from participating fully in any activity.

4. Swimming

The school currently organises swimming lessons for a number of children in Key Stage 2, depending on the available budget. These take place in school time and are part of the National Curriculum. We currently make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons as part of the admissions procedure. This will be subject to annual review in line with budget setting.

5. Damage/Loss to Property

A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). A parent may be charged for the cost of replacement of an item, the cost of repairing the item or a proportion of the total cost; this will be decided by the Headteacher. In certain circumstances such matters will be referred to the Governing Board.

6. School Meals / Free School Meals

School meals are charged at a rate of £3.95 per day; the school also subsidises the cost of the meals. Free school meals have been made available for all children in Reception, Year 1 and Year 2 since September 2014. Free school meals are provided for Year 3 and above provided the applicant fulfils the Local Authority's criteria for provision of free school meals and confirmation has been received. All other pupils in Year 3 – Year 6 are entitled to a free meal through the Lord Mayor of London's scheme.

Parents are made aware that the school meals are subsidised by school and asked if they would like to make a voluntary contribution towards their child's meals.

7. Other charges

The Headteacher, Governors Finance and Resources Committee or Full Governing Board may levy charges for miscellaneous items or services as noted in the Freedom of Information Policy.

8. Lettings

The school will make its facilities available to outside users at a charge that is agreed in line with the school's Lettings Policy. The Governors will review the lettings arrangements and charges on an annual basis.

9. Training

Training and workshops for parents are provided free of charge.

Charges made for training in relation to the Enfield Advisory Service for Autism (EASA) is accounted for through EASA and details of charges are available on the EASA website.

This policy will be reviewed by the Finance and Resources Committee annually