

DULWICH VILLAGE CHURCH OF ENGLAND INFANTS' SCHOOL

CHARGING, INCOME AND REMISSION'S POLICY

AIM

- We aim to make appropriate charges, which enable and encourage the development of a wide range of enriching activities, which enhance the educational provision at school. We will also consider how school income can be increased through fair charging for activities outside of school hours. The school premises will be used after school, in the evenings, at weekends and during the school holidays to increase revenue for the school through lettings to clubs and activity organisers.

LEGISLATION AND GUIDANCE

- This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

DEFINITIONS

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

PRINCIPLES

- We may ask for voluntary contributions for trips or activities wholly in school time which otherwise would be prohibited by the cost. No child is excluded from any such activity on the basis of non-contribution. Support is available towards part or all of the cost of the activity where there are financial difficulties or the family is in receipt of income support or family tax credit.
- Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.
- We may charge when and where it enables an increase or enriches non-statutory extra curricular provision at any time.
- We raise income for the school by allowing the PTFA to hold fundraising events on the premises. The school or the PTFA will pay for any necessary cleaning costs after such event. The school insurance will cover the event. The PTFA holds public liability insurance.
- We raise income through the letting of the property for external organisations and clubs.

KEY RESPONSIBILITIES

Finance and Premises Committee

- Will review and amend the charging policy on behalf of the governing body.
- Will review annually the charges for supplies and services and will monitor whether the actual income is in line with anticipated income.

Headteacher

- ❑ Will ensure the charges made for activities are within reasonable limits and that activities are spread throughout the year and offered to all children. The Headteacher is also responsible for ensuring that charging and remissions are being applied consistently.

School Business Manager

- ❑ Will be responsible for drafting proposals for charges. Arrangements for families receiving free school meals or on income support or family tax credit will be made clear in all charging correspondence.
- ❑ Will maintain efficient and effective information systems

Facilities Manager

- ❑ Will ensure that premises are thoroughly clean after any activities.

Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

VOLUNTARY CONTRIBUTIONS

The School will ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the School may ask parents for voluntary contributions include: school trips, sports activities, visitors to school linked to the children's learning.

PROCEDURES

1. Off site extra curricular activities i.e. school trips

A contribution not exceeding the actual cost will be requested of all parents stating clearly the suggested reduced contribution for children on free school meals. **There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.**

If the school is unable to raise enough funds for an activity or visit, then it may be cancelled. In the event of a school trip having to be cancelled, full refunds will be made of any monies collected. Where the shortfall in contributions is minimal, the difference may be met from the Governors Fund.

2. Optional Extras

At DVIS we offer "optional extras". This includes:

Breakfast club

After school enrichment clubs

Transport for certain events off site

A charge will be requested for participation in extra curricular activities to meet the costs of insurance, services, materials and staffing. The clubs will be entirely self-financing. There will be a reduced cost for pupil premium children and the shortfall will not be covered by charges for non-pupil premium children.

3. Letting of premises

The premises are a huge asset to the school and as such should be used to benefit and support the day to day running of the school and the education of the children who attend. The school lets the hall and classrooms for adult and child learning and physical activities. The property may also be used for other income related purposes such as location shoots or filming. The school lettings policy is held on the school website.

The PTFA is permitted to use the premises free of charge for fundraising events for the school. Dulwich Village Kids Club let a room in the Francis Building every night and during some of the school holidays for an after school and holiday club.

4. Charges for services

Photocopying – a charge per sheet will be made. The PTFA is exempt from such charges when the photocopying is to raise funds for the school or to provide an enriching activity.

5. Arrangements for part or full remissions of charges

The governors will provide financial support from the school budget for those families on income support or family tax credit and who are unable to meet the full cost of voluntary contributions. Parents will be made aware of this and invited to inform the office in writing. Any such correspondence will be treated as confidential.

6. Method of Payment

School accepts payment by BACS. We aim to be a 'cash-less school', but appreciate that this is not always possible, and therefore parents can pay by cash or cheque, although online methods are preferable. Parents can purchase school uniform online directly from the supplier or from the second-hand PTFA uniform shop.

Reviewed – June 2021