

West Bridgford Infant School



Charges & Remissions Policy

Developed by	James Willis (EHT)
Date of Latest Review	July 2025
Statutory	Yes
LA Policy	No
On Website	Yes
Governors Committee allocated to	Business
Date Approved	July 2025
Application monitored by	Governors
Next Review date	Summer 2026

Introduction

The Executive Head Teacher and Governing Body recognise the value of providing a wide range of experiences to enrich and extend children's learning and to contribute to their personal development. The Executive Head Teacher and Governing Body aim to promote and provide such experiences for the children of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost. This policy will set out the circumstances in which charges will, or will not, be made for school activities and when charges may be waived in order to ensure that all children have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Statement:

The policy complies with the requirements of the Education Act 1996

Where 'parent' is referred to this will include adults with a responsibility for the child.

We aim:-

- To make school activities accessible to all children regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, children and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

Legislation – Educational During School Hours

The DfE in its guidance to School Governors states that, "School governing bodies and local authorities, subject to the limited exceptions referred to in this advice, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment". It goes on to advise that, "Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities."

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

When additional costs are incurred by West Bridgford Infant School to enhance the curriculum opportunities for the children, parents may be requested to make voluntary contributions. However, no child will be left out of an activity because their parents cannot or will not make a contribution of any kind.

Education Outside School Hours

The DfE in its guidance to School Governors states that "Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. Charges may

be made for activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 described activities, which can be charged for as “optional extras”.

Remissions

To ensure that access to activities reflects intentions, West Bridgford Infant School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all children gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties that people on low income have in meeting the costs of educational activities for their children.

Where parents/carers are in receipt of:

- Income Support
- income-based Jobseeker’s Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the child if the activity is deemed to take place within school hours.

There may be cases of family hardship, which make it difficult for children to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher.

Data Protection of children and families.

Teachers will ensure that these children are not publicly identified. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

Contributions

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

If sufficient contributions are not received, the activity may be cancelled.

Charges

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day (i.e. Overnight residential)
- After school clubs
- Clubs provided as 'optional extras' over and above the EYFS or KS1 National Curriculum such as French
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a child's behaviour.
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.

Lost School Equipment, Books etc.

Parents will be expected to replace or pay for the cost of lost items of School property.

Breakages and Damage to School Buildings, Furniture or Property

Parents will be charged for damage caused as a result of a child's behaviour.

Private fees

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. Mid-year child progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for children.

West Bridgford Infant School will follow the relevant legislation as contained in the Education Act 1996 sections 449-462 and the DfE document 'Charging for School Activities' May 2018 <https://www.gov.uk/government/publications/charging-for-school-activities>