



## **Farnborough Road Infant School**

### **Policy on Charging and Remission**

'Learning, Caring and Achieving Together'

#### **Aims**

At Farnborough Road Infant School, we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Therefore, this we aim to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

#### **Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities.

The policy identifies activities for which

- charges will not be made
- charges will be made
- charges may be waived

In general,

- No charge can be made for admitting pupils to maintained schools.
- Where education is provided wholly or mainly during school hours, it should be free. The school day is defined as 8:45 am - 3:15 pm. The midday break does not form part of the school day.

#### **Definitions**

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

#### **Roles and responsibilities**

##### **The Governing Body**

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing body also has overall responsibility for monitoring the implementation of this policy. At Farnborough Road Infant School responsibility for approving the charging and remissions policy has been delegated to the School Improvement Committee. The monitoring the implementation of this policy has also been delegated to the School Improvement Committee

##### **The Headteacher**

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

## **Staff**

The staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

## **Parents**

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

## **Where charges cannot be made**

In accordance to the guidelines Famborough Road Infant School will not charge for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
- supply teachers covering for other teachers accompanying pupils on a residential trip
- School meals for pupils registered for Free School Meals
- Admission applications

## **Voluntary contributions**

Separately from the matter of charging, the school may ask parents for a voluntary contribution towards the cost of:

- a school trip that takes place during school hours
- transport in connection with a school trip during school hours
- any activity that takes place during school hours
- school equipment
- school funds generally

However, if the activity cannot be funded without voluntary contributions, the head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution. The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it may be cancelled. A discretionary fund may be kept by the school to make up the shortfall. This can be contributed to by donations to the school.

## **Remissions**

Children whose parents are in receipt of some specific support payments (see below) will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for visits and activities during the school day.

- Universal Credit in prescribed circumstances
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance introduced Oct 2008
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit

- Child Tax Credit (provided parents/carers not also entitled to Working Tax Credit and the family's income as assessed by HM Revenue and Customs does not exceed the amount given in the Revenue and Customs rules)

A similar entitlement may also apply when the trip or activity takes place outside of school hours e.g. extra-curricular activities, some costs being met through Pupil Premium funding, however, some of our parents make an individual decision to make a voluntary contribution.

Refunds, for example, for school uniform, items must be returned within 28 days of being received. If you return items after 28 days we will not be able to offer a refund.

### **Charges will be made for:**

- Activities which take place outside school hours and which are not a statutory part of the National Curriculum e.g. outings, visits, sports coaching, extra-curricular activities, snacks.
- Additional Nursery sessions- Parents who would like to 'top up' their children's 15-hour Nursery sessions will be charged at such rates as are published from time to time. (See Nursery Fees policy)
- Nursery Lunchtime Care - Parents of nursery pupils taking up the 15 hour offer who top up with additional sessions. Supervision will be provided for a daily charge at such rates as are published from time to time in line with the Nursery Fees policy. Parents are requested to provide their child with a packed lunch. 6 weeks' notice is required of any change in lunchtime or additional session arrangement.
- Wilful damage, breakage to school equipment -The school will ask parents to contribute towards the cost of damage to school property or equipment where this results from a student's negligence or misbehaviour. The school reserves the right to refuse students the opportunity to take part in trips and activities where there is a history of vandalism or poor behaviour, as this may represent a Health and Safety risk and concerns about the reputation of the school.
- Loss of equipment on loan to children – The Headteacher may decide to make a charge. Each incident will be dealt with on its own merit and at the Headteachers' discretion.
- Extra-curricular activities- The school charges for extra-curricular activities organised by the school but facilitated by an external provider

Information relating to charges will be provided to parents in an initial letter.

Extra-curricular activity for pupils eligible for Pupil Premium funding. External providers are asked to fund 3 pupil premium places in the place of a Lettings fee. Pupil Premium pupils are asked at the beginning of the school year which clubs they would like to attend and then 3 are selected for each paid after school activity.

### **Additional In-School Charges**

- Private Photocopying costs - Charges are applied at a cost per copy rate for mono and colour copies respectively. The School's Office Manager is the point of contact to organise copying and to make payment.
- Income from Sales -Some goods will be sold through the school with the intention of making a small profit which may take the form of commission. Goods include for example, school uniform and school photographs.
- Income from Donations -Occasionally, the school will seek voluntary donations from events such as non-uniform days, sponsorship etc. The purpose for which the donation will be used is explained clearly to parents and visitors.

### **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities unless the Governors have agreed to subsidise a letting, in accordance with the Lettings Policy. The scale of charges is determined by checking current rates with the L.A.

**Other**

Any materials, books, instruments, or equipment, where the child's parent wishes him or her to own them e.g. a charge for art materials where parents have indicated in advance that they would like their child to bring home the finished product.

This policy will be reviewed regularly.

Updated March 2026

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_ **Headteacher.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_ **Chair of Governors.**