



## **GRANGE INFANT SCHOOL** **CHARGING AND REMISSIONS POLICY**

### **Rationale**

Grange Infant School Governing Board (GB) recognises the valuable contribution that a wide range of additional activities, including clubs and trips, can make towards a pupil's education. It is important that children are given a chance to learn through a range of experiences both within the school and through off-site visits.

### **Purpose**

To provide opportunities for extra-curricular and educational experiences in addition to the agreed planned curriculum i.e. The National Curriculum and the Early Years Foundation Stage (EYFS). These activities fall outside the scope of the existing school budget and must be funded through voluntary contributions from parents or other bodies.

### **Aims**

Our school aims 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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

### **Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on charging for school activities <https://www.gov.uk/government/publications/charging-for-school-activities> and the Education Act 1996, sections 449 to 462 of which sets out the law on charging for school activities in schools maintained by local authorities in England

### **Definitions**

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

### **Roles and responsibilities**

The GB has overall responsibility for approving the charging and remissions policy, but can delegate this to the Headteacher (HT). The GB also has overall responsibility for monitoring the implementation of this policy.

The HT is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently. The HT will consider if the school will support funding the extra-curricular and educational experiences from the Pupil Premium element of the school income in order to contribute towards those children in receipt of Free School Meals (FSM).

Staff are responsible for:

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

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

### **Where charges cannot be made**

Below we set out what we **cannot** charge for:

#### **Education**

- Admission applications
- 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 and EYFS
  - Religious education

#### **Transport**

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport provided in connection with an educational visit

#### **Where charges can be made**

Below we set out what we **can** charge for:

#### **School Uniform**

Embroidered Sweatshirts, Cardigans, printed Book Bags and Water bottles can be purchased from the school office. Please contact the office for a list of the current prices. All items are sold at cost price. The school will support and provide one school jumper/cardigan per academic year to all children who qualify for Pupil Premium whom the school receives funding.

#### **Milk**

A daily carton of milk is provided, free of charge, for children under the age of 5, through registration with the company, "Cool Milk" central funding. Parents/carers with children 5 years and over can for a monthly fee continue to have daily milk cartons delivered to the school for their child and should visit [www.coolmilk.com](http://www.coolmilk.com) directly. The school is proactive in keeping parents informed and supporting registration. The school will support and provide milk to all children 5 years and over who qualify for Pupil Premium whom the school receives additional funding.

#### **Education**

- Any materials, books, instruments or equipment, where the child's parent wishes to own them
- Community facilities (Lettings)
- Optional extras (see section below)

#### **Optional extras**

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of the National Curriculum, EYFS and Religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing board has arranged for the pupil to be provided with education)
- Extended day services offered to pupils, such as breakfast clubs, after-school clubs
- Lettings - The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The charges will be determined annually and approved by the GB. All lettings will be in accordance with Hampshire County Council Procedures, including Safeguarding Procedures.

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff and teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### **What we may charge for**

Parents/carers who wish their child to participate in extra-curricular activities provided by the school, such as after school clubs will be free of charge. Exceptions may occur, e.g. cooking club where we may ask for a small contribution to meet the costs of the ingredients purchased. They will be advised of any such costs prior to accepting a place for their child in this activity.

**Damage/Loss to Property** - A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be the cost of replacement or repair, or such lower cost as the HT and GB may decide.

**Other Charges** - The HT or GB may levy charges for miscellaneous services up to the rate of providing such services e.g. requests for private telephone calls and photocopying may incur a small charge to cover any costs.

### **Voluntary contributions**

A budget will be set each financial year for educational extra-curricular and educational experiences. Income will be generated by requesting parents/carers to make voluntary contributions to meet the costs of these visits/trips. Annex A is how we will word our letters.

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, however, if the school is unable to raise enough funds for an activity or visit then it will be cancelled.

The HT will consider if the school will support funding the extra-curricular and educational experiences from the Pupil Premium element of the school income in order to contribute towards those children in receipt of Free School Meals. Complete the form at Annex B if you require support from the school.

### **Remissions**

In some circumstances, the school may not charge for items or activities this will be at the discretion of the GB and will depend on the activity in question. In the case of an extra-curricular and educational experiences when the school has made a commitment in advance, e.g., coach reservation, and a child is unable to attend, a full refund may not be possible. Refunds will be limited to the element of the fee that is not in respect of a contract to which the school is committed to.

Review: This policy will be reviewed annually.

Agreed: This policy was agreed and ratified at the Governing Board meeting held 13<sup>th</sup> March 2025.

Date for next review: March 2026

Signed  
Headteacher



Signed  
Chair of Governors



## **Annex A:**

### Wording when requesting voluntary contributions

The following text will be used by the school when asking parents/carers to consider a voluntary contribution towards an activity that is not deemed to be an optional extra:

This activity can only take place if it is funded by a parental/carers voluntary contribution of £XX. It is our duty to let you know that although you are not obliged to make any contribution, the school is unable to fund this activity without your support.

If you feel unable to make a voluntary contribution for this activity because of the rising cost of living and the financial impact it is having on you and your family, we may be able to support you. You can apply to the Headteacher for confidential support using the Parental request for financial support form (Annex B).

## Annex B:

Parental/carers request for financial support. This form should be used by parents/carers to apply to the school for financial support toward an educational activity:

General details:

Pupil name	
Pupil class	
Parent/carer's name	

Activity details:

School activity	
Date of activity	
Cost of activity	
Amount of support requested	
Reason	

Headteacher review:

Date received by Headteacher	
Approved YES / NO	
Amount approved	
Date communicated to parent	
Signed	

SBM use:

Date received by SBM	
Funded through (GL Code)	
Date finalised	
Class teacher/office informed	
Signed	