



## Charging and Remissions Policy

Name of School	Petersgate Infant School
Date of review	February 2025
Date of next review	February 2026
Reviewed by	Wendy Mitchell Headteacher

### School Vision

"for all children to grow into responsible, caring individuals who actively and positively contribute to the community."

At Petersgate Infant School, our vision outlined above is strengthened by our values of safety, caring, achievement, resilience and friendship. These values symbolise warmth, community and cohesion to ensure we are "working together to achieve our best".

As a school, we can apply these values through the following aims:

### Aims

- Ensuring everyone stays healthy and safe.
- Ensuring everyone feels valued and has a sense of belonging.
- Providing a high quality learning environment.
- Helping everyone enjoy learning and achieving their best.
- Nurturing and developing the whole child.
- Ensuring everyone makes a positive contribution to the school and wider community.

Safeguarding at Petersgate Infant School is carried out in line with the statutory guidance in 'Keeping Children Safe in Education' published by the Department for Education.

**Rationale:**

In order to support teaching and learning at Petersgate Infant School, staff offer a wide range of activities which support and enhance the National Curriculum. The governing body recognise that these activities may require funding beyond that which is available from the annual budget allocation.

**Purpose:**

This policy informs parents how Petersgate Infant School charge for school activities. It reflects the fundamental principal that any charge made to parents and carers cannot exceed the total cost of the provision.

The remissions policy sets out the circumstances in which the governing body proposes to meet (in whole or in part) any charge payable in accordance with the Charging Policy.

This policy have been drawn up using the DfE section 449-462 of the Education Act 1996 & the DfE Charging for school activities (May 2018)

**Roles and Responsibilities:**

The headteacher will be responsible for implementing the Charging and Remissions Policy. Should any individual be considered eligible for financial support this will be addressed on a case by case basis and a final decision will be made by the headteacher.

**Charging:**

No charges will be made for:

- Every day equipment or resources. For example, stationery and books.

Charges will be made for:

- External providers of extra-curricular school clubs.
- The provision of musical instrument tuition.
- Extra-curricular school clubs run by members of staff, to cover the costs of materials and equipment. For example, cooking ingredients.
- The replacement of damaged or lost school property caused wilfully or negligently by their children.
- The use of the school and its facilities by outside agencies.

**Voluntary contributions for activities:**

Voluntary contributions may be invited from parent/carers for day trips and enrichment activities held during the school day which involve additional costs. All contributions are voluntary and there is no limit to what they choose to pay. No child will be excluded because their parent/carer is unwilling or unable to pay and will be given an equal chance to go on the activity. The school reserves the right to cancel the activity if sufficient voluntary contributions are not received, in this case all monies received will be returned to parents.

The fundamental principle of charging for school activities is that charges cannot exceed the cost and Governors recognise the school can't make a profit or subsidise some pupils by "over charging" others.

Contributions are based on the cost of the trip divided by the total number of children participating and not the number likely to pay. In some cases, the activity may be subsidised by the school.

If a child is unable to participate in the activity and upon request, voluntary contributions may be reimbursed. This reimbursement will be limited to only those charges the school is able to reclaim. We reserve the right to charge for the damage or loss of school property through negligence or inappropriate behaviour.

**Damaged or lost school property:**

Parent/carers may be asked to make a contribution towards replacing damaged or lost school property (includes school fabric, furniture and resources) caused wilfully or negligently by their child.

Where pupils receive a loaned device, parents/carers will be asked to agree and sign an agreement and devices must be returned as soon as requested by the school. Legal advice will be sought from HCC for those parents/carers failing to return devices following a request from the school and this may be referred to a debt management company.

**Remissions:**

In order to remove financial barriers from disadvantaged pupils, the headteacher and governing body have agreed that some activities/visits where charges can be sought legally will be offered at no charge, or a reduced charge to parents/carers in particular circumstances. Criteria for consideration includes Free School Meals (although not the Universal Infant Free School Meals offer), parents/carers in receipt of Income Support, Income-based Jobseekers Allowance and Family Support.

In line with DfE advice, the school must ensure that parents on low income and those in receipt of the benefits listed above are aware of the support available to them when being asked for contributions towards the cost of school visits. Parents who are eligible for any remissions in charges will be dealt with confidentially.

The headteacher will authorise all remissions of charges.

**Monitoring:**

Governors will monitor this policy by receiving regular reports on those activities that result in a charge being levied.