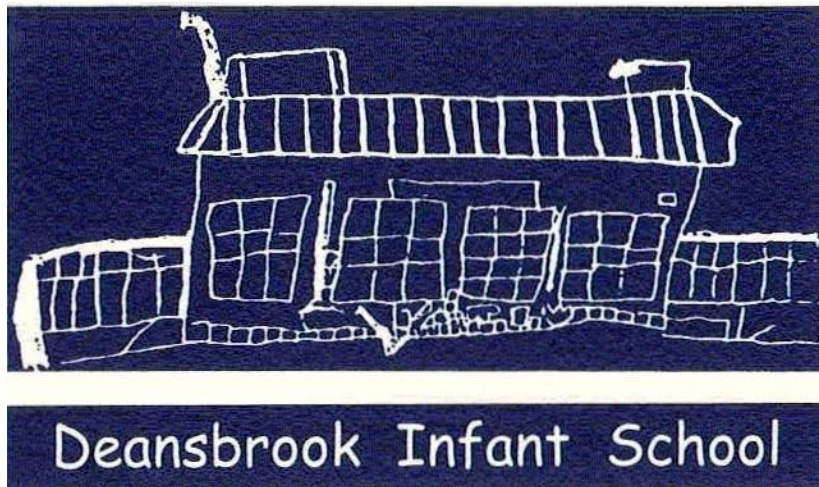


# Deansbrook Infant School



## Charging and Remissions Policy

Reviewed and ratified by the Governing Body: February 2026

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## **Statement of intent**

Deansbrook Infant School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and have created this policy to ensure we adhere to legal requirements regarding charging for school activities and meet all statutory guidance provided by the DfE.

The school will ensure that this policy is published on its website and provides the school community with details of activities for which the school will charge parents, and the circumstances in which they will waive any charge parents would otherwise expect to pay.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE 'Maintained schools governance guide'
- DfE 'What maintained schools must or should publish online'
- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE 'Charging for school activities'

This policy operates in conjunction with the following school policies:

- Anti-Fraud and Corruption Policy
- Complaints Procedures Policy
- Data Protection Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Finance Policy

## 2. Definitions

For the purposes of this policy the following definitions will be used:

**Charge:** a fee payable for specifically defined activities.

**Remission:** the cancellation of a charge, partly or wholly, which would normally be payable

### 3. Roles and responsibilities

The governing board will be responsible for:

- Reviewing and updating this policy.
- The management of the school's delegated finances
- Ensuring the school acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

The headteacher will be responsible for:

- Ensuring this policy is effectively implemented.
- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The SBM will:

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct invoices are sent to parents, and that payment is received.

### 4. Charging for education

The school will not charge for:

- 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 or part of RE.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent.

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Optional extras.

- Music tuition (in certain circumstances).
- Certain early years provision.
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

The school will make it clear that, in the following circumstances, it will propose to remit (wholly or partly) any charge which would otherwise be payable to the school:

## 5. Optional extras

The school may charge for the following optional extras:

- Education provided outside of school time that is not:
  - Part of the national curriculum
  - Part of religious education
- Transport, other than that required to take the pupil to school or to other premises where the LA has arranged for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils, e.g. breakfast club and after-school clubs, Please see **Appendix A**

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

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- Non-teaching staff, including TAs
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided equally by the number of participating pupils.

Charges applied will not include an element of subsidy for any pupils wishing to participate 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 school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

## **6. Voluntary contributions**

When organising school visits and visitors to enrich the curriculum and the educational experience of the children, the school will sometimes invite parents to contribute to the cost. All contributions are voluntary and no child will be treated differently according to whether or not their parents/carers have made a contribution. Children eligible for pupil premium funding will be partly funded for educational visits by the pupil premium grant.

If insufficient contributions are received for an event or activity then it may be cancelled.

The following is a list of additional activities, organised by the school, which make a significant contribution to the education of pupils. Requests for voluntary contributions towards the costs of funding these activities will usually be made.

This list is not exhaustive:

- visits to museums/galleries/places of interest
- visits by theatre companies/musicians/artists/dance groups
- activities requiring transport expenses eg sports events

The school may request parents/carers to make a voluntary contribution towards the cost of ingredients or materials to enable pupils to make a product in subjects such as art and design and design and technology. The finished product will be taken home or in the case of food technology, may be consumed by the pupil.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity and the school will set out how places will be allocated from the outset. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled, and this will be made clear to parents.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions. Measures which may make parents feel pressured, such as colour coded letters and direct debit or standing order mandates, will not be sent when the school requests contributions.

## **7. Music tuition**

The school is aware that instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either

individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

There will be no charges applied if the music tuition is an essential part of the national curriculum.

No charge for music tuition will be made in respect of pupils who are looked after by a local authority.

## **8. Transport**

The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
- Transport provided for an educational visit.

## **9. Residential visits**

The school will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.
- Supply teachers to cover for teachers accompanying pupils on visits.

The school may charge for board and lodging, but the charge will not exceed the actual cost.

Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- 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 that they are 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 four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

The school will provide a form for parents to submit and provide proof of receipt of one of the above benefit payments in order to be eligible for the exemption.

## **10. Education partly during school hours**

The school will follow DfE guidance when determining whether an activity is deemed to take place during school hours or not, as set out below.

In the case of non-residential activities:

- If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it will be deemed to take place during school hours, and no charge will be made.
- If less than 50 percent of the time spent on an activity occurs during school hours, it will be deemed to have taken place outside school hours and the school may charge for the activity; however, the school will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.
- Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours will not include the break in the middle of the day.

Where a visit is residential, if the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, it will be deemed to have taken place during school hours and the school will not charge for the activity.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by the school.

Any charges for extended day services will be optional.

## **11. Damaged or lost items**

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

## 12. Remissions

The school will set aside a fund to enable parents in financial difficulty to send their children on visits and activities. The funding will be limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the headteacher

## 13. School trip refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, a refund will not normally be given. In exceptional circumstances, it will be at the headteachers's discretion as to whether or

not a refund is given. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, a refund will not be given.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

## 14. Freedom of Information Requests

In accordance with UK freedom of information laws, the School can charge for:

- Photocopying, printing, postage
- Requests that exceed the "appropriate limit"
  - £450 for most schools (18 hours of staff time at £25/hour)
- If the limit is exceeded, the school can:
  - Refuse the request, **or**
  - Ask for the request to be narrowed

They cannot charge for:

- Staff time below the limit
- Deciding whether information should be released

## 15. Monitoring and review

This policy will be reviewed at least bi-annually by the governing body.

## **Appendix 1**

### **School Clubs**

After school clubs run by outside providers will be charged according to each individual club.

A nominal charge is made for extra-curricular clubs run by school staff to ensure sustainability of the club and to cover the cost of materials. The cost of these clubs will be reduced for pupils receiving Pupil Premium Funding.

### **Breakfast Club**

Breakfast Club takes place every morning (term time only) from 7.45am and parents/carers are charged on a daily basis. There is a reduced rate for parents/carers of child eligible for pupil premium funding.

### **Rainbow Club (After School Club)**

Rainbow Club takes place everyday (term time only) between 3.15pm and 6.00pm and parents/carers are charged on a daily basis. There are two daily rates, one until 4.30pm and one until 6.00pm. Parents/carers should book in advance and need to give at least two weeks notice if they need to cancel a booking.

There is an ad hoc rate for any booking made for Rainbow Club which is less than 24 hours in advance.

When a child has not been picked up 10 minutes after the end of the school day, they will be taken to Rainbow Club and the parent/carer will be charged at the ad hoc rate. The ad hoc rate will be reviewed annually and parents/carers will be informed at least half a term in advance of any change.

Parents/Carers will be charged via School Money at the end of each calendar month.

### **Additional Hours/Full Day Nursery Charges**

All 3 and 4-year-old children are entitled to attend nursery for 15 hours each week without charge. Some parents/carers may wish to take advantage of our extended day nursery provision for their child/ren. In providing such education and care, it will be necessary for such places to be self-financing. Therefore, a charge will be made for each extended day session attended by the child.

Children entitled to attend nursery for 30 free hours each week, will be offered the option of extending their hours by 45 minutes to the end of the nursery day (3.30pm). They will be charged for these extra 45 minutes at a daily rate.

The cost for these additional hours is reviewed regularly and may be subject to change to reflect changes in staffing and resource costs. Information about changes in costs will be given to parents and carers at least half a term in advance of the change.

### **Countersigning passports**

Members of the Senior Leadership Team are able to countersign passports for a fee of £20 which will be added to the school's voluntary donations.