

Charging & Remissions Policy 2025

Date adopted: June 2024
 Review cycle: Annually
 Approval: Headteacher
 Next Review Date: October 2026

Last reviewed: October 2025
 Is this policy statutory? Yes
 Author: Headteacher

Revision record

Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

| Revision No. | Date | Revised by | Approved date | Comments |
|--------------|------------|---------------|---------------|------------------------|
| 1 | 16/10/2025 | James Baguley | 16/10/2025 | No amendments required |
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This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

Statement of Intent

This document is a statement of the aims, principles and strategies used for charging parents at Scott Broadwood CofE Infant School.

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as 8.30am – 3.00pm.

This policy complements the school's Equality Policy.

Roles and Responsibilities of head teacher, other staff and governors

The **Head Teacher** will ensure the following applies:

During the School Day

All activities that are a necessary part of the School Curriculum, including Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity (for example from school to the church). It excludes charges made for vocal or instrumental tuition for an individual pupil or a group, where these services are provided by visiting peripatetic teachers.

Voluntary contributions may be sought for activities, during the school day, which entail additional costs, for example, special activities involving high-cost materials, trips involving traveling to another venue or visitors to school who provide a service.

In these circumstances, no pupil will be prevented from participating because his/her parents cannot or will not contribute. However, if the viability of the trip is dependent on voluntary contributions, parents will be informed of this from the outset.

Optional activities outside of the school day

Where the school employs an external provider (including for After Care), or where there are additional costs, for examples, for cookery ingredients for a cookery club, then a charge will be made.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through voluntary contributions, Pupil Premium Funding, bursaries (where available from outside educational providers) and fundraising.

Parents who would qualify for support are those who meet the free school meal eligibility criteria.

In line with the Good Shepherd Trust a 5% charge will be added to cover the online payments charges for card processing.

The principles of best value will be applied, when planning activities that incur costs to the school and/or charges to parents.