

Alumwell Infant School



Learn, Grow and Achieve

CHARGING AND REMISSIONS POLICY

Signed by The Chair of The Governing Board:	Signed copy available in school office.
Date policy ratified by governing body:	10th September 2025
Date of policy's review:	September 2026
Review Schedule:	Annual
Policy Author:	WMBC (Model Template)

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy has been informed by the DfE guidance and complements the school's ethos.

Responsibilities

The Head Teacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

Policy Statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example educational visits. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time we may invite a non-school based organisation such as Prof McGinty or "the animal man" to arrange an activity during the school day. Such organisations may charge parents. Again in such circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

Optional Activities

We will charge for optional, extra activities provided outside of the school day, for example clubs. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. In addition, external practitioners, such as instrumental teachers, may teach on the school premises and charge on a private basis. This will be covered by the provider's own specific charging policy.

Residential Visits

Charges will be made for board and lodging and the use of specialist facilities and staff. Costs will be subsidised for pupils entitled to Pupil Premium.**

Calculating Charges for Educational Visits

When charges are made for educational visits, 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. Wherever possible, school will subsidise costs. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

If a child is absent on the day of the educational visit due to illness, then school will refund parents any costs that are payable on the day; such as entrance fees. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments.

Charges for After School Clubs

Charges may be made for participation in after school clubs. This is based on the cost of external coaches/ specialist practitioners as well as the cost of resources. A minimum charge may be made for a child to be a member of an after school club.

This is a nominal amount and is paid as a commitment towards participation in the club; usually £12 for the term or £4 for the term if a child is entitled to Pupil Premium funding. Generally, refunds will not be given when children are absent or clubs are cancelled but this will be at the discretion of the Head teacher.

Charges for Instrumental Tuition

Payments for instrumental tuition will be made by parents direct with the instrumental teacher. School will pay for lessons for children entitled to Pupil Premium in Years R - 2 when they show a particular interest or gift for music as part of Pupil Premium Provision.

Losses, Breakages & Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows, furniture or school fittings
- defaced, damaged or lost books
- replacement reading or homework diaries

- any item damaged as a result of unsatisfactory pupil behaviour

Late Collection of Children

Charges are made for the late collection of children. These are available to let in adherence with our separate **Late Collection of Children Policy**.

Pupil Premium**

Children are entitled to Pupil premium funding when they have been entitled to Free School Meals as a result of parental/carer circumstances any time since Reception; either of their parents have worked in the armed forces; they are looked after or have been looked after during their life.