



2025-2026

Charging and Remissions Policy

Date policy last reviewed: June 2026

Signed by:

N. Kitchen Headteacher Date: _____

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Statement of intent

Herringthorpe Infant School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

The school will:

- Never charge for education provided during school hours.
- Inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

1. Legal framework

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

- Education Act 1996
- Children Act 1989
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Finance Policy

2. 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.

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Optional extras.
- Certain early years provision.
- Provision of information within the scope of freedom of information.

3. 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
- 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
- Enrichment Clubs.
- After School Clubs.
- After School Wraparound Provision.
- F1 Extended Care.

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
- Buildings and accommodation
- Non-teaching staff, including TAs
- Teaching staff under contracts for services purely to provide an optional extra

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

4. Voluntary contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will make it clear to parents that there will be no obligation for parents to make any contribution. Parents will be notified regarding whether assistance is available.

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.

Parents will be invited to make a voluntary contribution for the following:

Educational visits – to include:

- Transport costs.
- Entrance fees.
- Insurance.

- Workshop costs.

Snack Money Foundation Stage

- To buy and provide snack for Foundation Stage pupils.

Christmas Activities

- Nativity entrance fees (includes entry into Christmas Raffle).

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) That the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the School Business Manager.

Voluntary contributions will be used to:

- Pay for school visits (please see breakdown above)
- To buy in snack for pupils in Foundation Stage
- To pay for nativity entrance tickets.

5. 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.

6. 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.

7. 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 visit or

activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Children who are registered as receiving “Benefit Related” Free School Meals can request assistance with the costs of activities:

To request assistance, parents should contact the School Business Manager by email office@herringthorpeinfantschool.co.uk or via telephone on 01709 828959

8. School Visit refunds

All payments for school visits will be non-refundable. Parents will be informed of this when they are provided with initial information about the visit.

In the event that the school has to cancel a visit due to foreseen circumstances, parental contributions will be refunded. In the event that a school visit 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 visit, it will be at the school’s discretion as to whether a refund is given. The school will consider the reason for cancellation, whether the school will be reimbursed for the pupil’s place on the visit, and whether the place on the visit can be offered to another pupil.

In the event that a pupil cannot attend a visit at the last minute, e.g. due to illness, it will be at the school’s discretion as to whether a refund is given. The school will consider whether the school will be reimbursed for the pupil’s place on the visit.

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

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

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

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

9. Freedom of Information Policy and Publication Scheme

The school’s Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.

10. Monitoring and review

This policy will be reviewed at least **annually** by the governing board. The next scheduled review date for this policy is **February 2026**.