



# Charging & Remissions Policy

Statutory Policy  
Amended: Spring 2020  
Adopted by Finance & Health & Safety Committee on behalf of the Governing body: Spring 2020  
To be reviewed: Spring 2021

## Vision Phrase

'Aim high and smile'

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## **Policy on Charges for School Activities**

The Education Reform Act 1988 contains 'Charging Clauses' which require every Local Authority and school Governing Body to have a stated policy on charging, remission and voluntary contributions. In response to the Act, the Governing Body agreed this school's policy as follows:

### **1. Introduction**

At West Hove Infant School, we try to give the children exciting learning opportunities to enable them to have high self-esteem and to equip them with the knowledge and attitudes which they need to become responsible and achieving adults.

1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, but there will also be other activities and trips, which can only take place with financial support from the parents/carers.

1.2 The aim of the charging policy is to:

- To extend the range of educational activities available to children.
- To ask parents/carers to pay, on a voluntary basis, for activities which would otherwise not be available.
- To make suitable arrangements to spread any payments over a period to help families on low incomes.
- To use part of our Pupil Premium to subsidise school trips and activities for children in receipt in Pupil Premium

### **2. Voluntary Contributions**

2.1 When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the trip. All contributions are voluntary. If a trip or visit goes ahead, it may include children whose families have not paid any contribution. We do not treat these children differently from others. The school is aware of individual family needs and offers support when necessary.

2.2 If families wish their child to take part in a school trip or activity, but are unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in that trip or activity. Sometimes, the school pays additional costs to support the activity. Families have the right to know how each activity is funded. The school will provide this information on request.

2.3 If the school does not receive sufficient voluntary contributions, the school reserves the right to cancel a trip or visit.

### **3. Breakages & Fines**

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

- Broken windows
- Defaced/damaged or lost books
- Any item damaged as a result of unsatisfactory pupil behaviour

#### **4. Remissions and concessions**

4.1 It is recognised that financial pressures for families are enormous and every opportunity to support any family in financial difficulties is given by the Headteacher and staff.

4.2 The children benefit a great deal from the extra activities but repeated requests for money are avoided as much as possible.

4.3 The Governors therefore recognise that help should be available for families on low income, the criteria for this being eligibility for:

##### **Income Support**

- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance (Children of families who receive these payments are also entitled to free school meals.)

4.4 Any parents/carers who want financial assistance with trips can write to the Headteacher explaining their circumstances.

4.5 For those families that fall outside of these criteria, yet may still find it difficult to contribute towards the cost of trips etc., every effort will be made to assist them by spreading these costs over the year to enable monthly payments to ease the burden.