



CHARGING and REMISSIONS POLICY

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis unless circumstances require policy update in the interim.

The policy was last reviewed and agreed by the Governing Body on 08/07/2025

It is due for review on 07/07/2026

Head Teacher

Signature

Date

Chair of Governors

Signature

Date

CHARGING AND REMISSIONS POLICY

At New Invention Infant School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Our school aims to:

Have robust, clear processes in place for charging and remissions

Clearly set out the types of activity that can be charged for and when charges will and will not be made

Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

Roles and responsibilities

The Governing Body

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

Monitoring the implementation of this policy has been delegated to the Chair of the Resources committee Louise Meredith.

Headteacher

The Headteacher is responsible for drafting proposals for charges.

The Headteacher will ensure staff are familiar with the charging and remissions policy, and that it is being applied consistently.

School Business Manager

The School Business Manager is responsible for drafting the proposals for charges with the Headteacher.

Responsibility for feeding back changes to the Resources Committee of the Governing Body.

The School Business Manager will ensure that all admin staff implement the policy consistently.

Has responsibility to provide effective financial administration enabling efficient budget management alongside the Headteacher.

Is responsible to maintain efficient and effective information systems.

Staff

Staff are responsible for implementing the charging and remissions policy consistently in their class and subject area.

Staff must notify the Headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies.

Parents/carers

Parents/carers are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions policy.

Procedures - Voluntary Contributions

- **School Fund** - As a school we ask parents to pay a School Fund fee once per year of £5 to boost extras in school that our budget cannot sustain; e.g. celebrations in school, bouncy castle day, real animals visiting school, extra equipment outdoors, top-up funding for trips.
- **Educational Visits/Trips** - A voluntary contribution not exceeding the actual cost may be requested.
- **Clubs** - A charge is requested towards participation in extra-curricular activities to offset the cost of coaches. Current charges are £6 each year in Years 1 and 2. The charges for children eligible for Pupil Premium will be met out of Pupil Premium Funding.

Procedures - What we will charge for

- **Milk Money** - In Nursery and Reception school are funded to provide milk for children daily. In Year 1 and Year 2 parents need to pay 28p per day (payable direct to School Milk Company).
- **Damage to School Property** - Reading Books are a very expensive resource which have to be purchased in sets. If a child has damaged a reading book in school purposely or damaged has occurred elsewhere and they return it damaged (this could be so wet it is unusable, pages stuck together, scribbled on or ripped) then a charge will be made of £5 per book.
- **30 hours Lunchtime fee** - We charge £144.60 per half term and this pays for the lunchtime supervision for the children who stay all day - including in this fee is a school two course lunch. Parents of 30 hour children must pay this whether they take the lunch or not.

Procedures - What we will NOT charge for

The following Curriculum Enriching Activities -

- Rock-it in Key Stage 1 - class based specialist music teaching
- Activities which we have written into our school curriculum - e.g. food tasting, science experiments

Procedures - Wider than the children

- **Letting of premises** - We do not currently let our site and have no plans to. If this changed charges would be made in line with Walsall Council suggested rates. A contract would be signed by both parties. Any persons hiring the premises must produce Public Liability Insurance documentation and a company registration number which will be copied for school evidence.
If additional curriculum enhancing activities (such as dance lessons, or music tuition) that are of benefit to the children take place while the school is open, and therefore do not incur any additional charge to the school, then the school may let the premises (or any part of them) free of charge.
Similarly, the Governors may wish to waive charges to charitable community bodies if the letting does not incur additional charges on the school.

Arrangements for part of full remissions of charges

The Governing Body may provide financial support from the school budget, school fund or external grants for those families unable to meet the full cost of voluntary contributions or charges on application to the Headteacher. The finance (Resources) committee will be informed in general terms of the total provided for each activity.