



The Fawbert & Barnard Infants' School

Charging and Remissions Policy

**This policy was adopted by the Full Governing Body
of Fawbert & Barnard Infants School at the FGB
meeting held on:**

September 2023

Review due: September 2024

Signature Date.....
Head Teacher

Signature..... Date.....
Chair of Governors/Health and Safety Governor

Fawbert and Barnard Infants' School

Charging and Remissions Policy

Status

Statutory

Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

What was consulted?

The policy has been informed by the DfE document 'Charging for School Activities - Departmental advice for governing bodies, school leaders, school staff and local authorities' - May 2018.

Relationship to other school policies

The policy complements the school's equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

Roles and responsibilities of headteacher, other staff, governors

The headteacher, staff and governors will ensure that the following applies:

No charges will be made for

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- education provided on any trip that takes place during school hours
- transport provided in connection with an educational trip.

Voluntary Contributions

The governing body may ask parents for voluntary contributions and donations towards the cost of the above and other school activities including:

- any activity which takes place during school hours, including non-curriculum activities
- school equipment
- School trips off-site, including transportation
- school funds generally

The contributions must be genuinely voluntary and the pupils or parents or guardians who are unable or unwilling to contribute may not be discriminated against. In assessing the amount of the voluntary contribution the school may, in certain circumstances, build a contingency into the payment requested. Should the surplus exceed 5% of the cost of the visit parents will be offered a refund, which they can collect, at their request, from the school office by a specified date. Any amounts outstanding after this date will be classed as donations and placed into school funds. Where there are not enough contributions to make an activity possible, and there is no way to make up the shortfall, then it may be cancelled.

Voluntary contributions will not be requested of any pupil in receipt of the Pupil Premium Funding or any child looked after.

Responsibility for the operation of this policy will rest with the Head Teacher who will if necessary seek advice from the Resources Committee.

The Resources Committee will be responsible for monitoring the application of the policy, reviewing the policy annually and making recommendations to the Governing Body.

Date of Policy: September 2021

Reviewed due: September 2023

Next Review: September 2024