HILLSIDE INFANT SCHOOL

POLICY FOR CHARGING AND REMISSIONS

This policy is based on the guidance **'Charging for school activities'** May 2018 from the Department of Education and complies with the requirements of the Education Act 1996.

Aims

- To make school activities accessible to all pupils, regardless of family income
- To provide external activities and events that enrich the curriculum
- To ensure that enrichment activities take place at a minimum cost to parents, children and the school

Principles

We consider the inclusion of enrichment activities to be essential in supporting and enhancing this curriculum. Enrichment activities broaden children's learning experiences and help them to discover and develop personal interests and vital skills, such as problem solving, creative thinking and self-evaluation. Many of these activities are free but some can only be made available to children through voluntary parental contributions that cover the costs of the specific activity.

DFE Guidance on charging for school activities

School governing bodies and local authorities **cannot** charge for:

- an admission application to any maintained school;
- 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 religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent; and
- entry for a prescribed public examination, if the pupil has been prepared for it at the school.

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances;
- certain early years provision; and
- community facilities

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments or equipment.

Optional extras are:

- education provided outside of school time that is not:
  a) part of the National Curriculum;
  b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential visit; and
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition

in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

The school receives requests for letters from parents/guardians to prove their children's attendance at Hillside Infant School. These can be on an average of 20 letters a term. At times, these requests are made years later after a child has left. It would be appropriate for the school to charge £5 a letter. The letters are required for the purpose of any one of the following:

Proof of attendance
Passports
Solicitors
Mortgage witnesses
Wills
Moving abroad

Voluntary contributions
Where additional costs are incurred by Hillside Infant School to enhance the curriculum for all children, parents will be requested to make a voluntary contribution. For example, the cost of all "enrichment activities", such as school trips or visitors to schools. It must be made clear to parents that there is no obligation to make a voluntary contribution. No child will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. However, if sufficient contributions are not received, activities may be cancelled.

Other charges
The School reserves the right to charge parents for:

- wilful damage to school property, or the misuse or loss of books and equipment

- use of school facilities, e.g. telephone calls/private photocopying; and
- costs made against the school due to financial processes resulting from returned parental cheques

Remission of charges
The school will charge for specific items such as board and lodging in a residential trip.
Under the school's policy there can be a remission of charges for families in receipt of the following (all subject to government or local authority review):

- Income Support;
- income-based Jobseeker's Allowance;
- support under Part VI of the Immigration and Asylum Act 1999;
- the guaranteed element of Pension Credit;
- Child Tax Credit (provided family is not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190);
- Working Tax Credit run-on - paid for 4 weeks after a family member/carer stop qualifying for Working Tax Credit; and
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

Parents can request remission of charges from the Head Teacher. All requests will be considered in confidence.

Signed:……

Chair of Finance Committee

Date: 23rd March 2026…….

Signed: ……

Chair of Full Governing Body:

Date: 19th May 2026…….

Review date: Annually