Newport Infant School and Nursery

Statement of Charging and Remissions Policy

Date of Policy Creation/Last Review	**September 2026**
Policy Lead	**School Business Manager**
Date of Policy Adoption by Governing Body	**September 2026**
Frequency of review	**Annual**
Review Due	**September 2027**
Policy Category	**Finance**

1. Aims

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.

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.

2. Legislation and guidance

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. The review date for this policy is recorded at the beginning of the document.

3. Definitions

Charge: a fee payable for specifically defined activities
Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

The Governing Body of the School has overall responsibility for approving, implementing and monitoring the implementation of this policy.

Headteacher
The headteacher is responsible for ensuring that relevant staff are familiar with the charging and remissions policy and that it is being applied consistently.

Staff
Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

Parents
Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we cannot charge for:

5.1.1 Education

- Admission applications

- 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;

- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as 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;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school*;
- Examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours

1. if it is part of the National Curriculum, or
2. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
3. part of the school's basic curriculum for religious education;

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transport provided in connection with an educational trip.

* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

5.1.2 Transport

Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport

6. What charges can be made

Below we set out what we can charge for:

6.1.1 Education

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

Optional extras (see section 6.2)

Community facilities

6.1.2 Optional extras

Charges will not be made for any activities that form part of the National Curriculum requirements. No charge can be made for education during school hours.

We are able to charge for activities known as 'optional extras'.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

The following are the activities which the Governing Body reserves the right to make a charge:
(a) The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
(i) Travel
(ii) Materials, food and equipment
(iii) The cost of buildings and accommodation
(iv) Non-teaching staff costs
(v) Entrance fees
(vi) Insurance costs

(b) Individual tuition in the playing of a musical instrument. (All children study music as part of the normal school curriculum - we do not charge for this).

(c) Breakages and replacements as a result of damages caused wilfully or negligently by pupils

(d) Extra-curricular activities and school clubs. (e) Breakfast Club wraparound care

(e) Lettings -The school where practical and applicable may make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined by the Governing Body Committee

(f) In certain practical subjects parents will be invited to pay for or to supply ingredients/materials on the basis that the finished product will be the property of the pupil.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost.

All contributions are voluntary.
If insufficient voluntary contributions are received, the trip or visit may be cancelled.

If a trip or visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'.

This list is not exhaustive:
- visits to museums;
- sporting activities which require transport expenses;

• outdoor adventure activities;
• visits to or by a theatre company;
• musical events.

After school clubs & activities

The school offers additional after school clubs. When qualified coaches, who are not members of the school staff, run and organise these sessions, the private companies and/or individuals make a charge for these sessions and collect monies from families themselves. When the school offers after school clubs which are run by members of staff we ask for a small charge to cover staff wages and resources.

8. Activities for which charges may be made

a) Activities outside school hours
Non-residential activities (other than those listed in 3 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential activities
Board and lodging costs (but only those costs) of residential trips deemed to take place during school time, However pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs.
Residential trips deemed to take place outside school time (other than for those activities listed in 3 above).

c) Music tuition
Music tuition for individuals or groups of up to 4 pupils

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

It is the policy of our schools that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision.

Activity or thing which will or may be charged for	**Notes**	**Remitted or help available (enter your school decision here).**
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	Remission for category A
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A / B (see below)

Activity or thing which will or may be charged for	**Notes**	**Remitted or help available (enter your school decision here).**
Day Visits / Trips	Requests for voluntary contributions will be made	Remission for category A / B (see below)
Charges may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them;	Eg. A clay model – a charge to cover the cost of the clay.	
A contribution to help the school cover the cost of ingredients in cooking activities		
Child care by attendance at the school Breakfast Club and / or After School Club		Remission for category A (see below)
Extended sessions / child care in the Nursery		
Charges will be made for extra-curricular activities that take place after school hours		

9. Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

The governing body is aware that all children entitled to Free School Meals and that those that are in Looked After or Previously Looked After Care are entitled to remission of charges.

9.1 Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Category A
Parents in receipt of

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance (ESA)
- support under part VI of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by His Majesty's Revenue and Customs (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit – (before September 2026 provided you have an annual net earned income of no more that £7,400, as assessed by earnings from up to three of your most recent assessment periods, from September 2026 all pupils from families claiming universal credit)

Additional categories of parents may claim help with some costs in the following circumstances:

Category B

- Families not in receipt of the benefits listed in Category A above, but who nonetheless feel unwilling or unable to pay due to financial constraints. Parents in this category should discuss their concerns about charges with the Headteacher. Decisions about remission will be made on a case by case basis.
- Examples of families in this category would include those families with more than two children incurring simultaneous charges for school activities.

Category C

- Circumstances that are not included in the categories above for which the Governing Body may deem to be a special case for consideration.

10. Additional considerations and charging for extra-curricular activities

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a visit arises at short notice it will be possible to arrange to pay by instalments beyond the date of the visit
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.
- Each class may make 2/3 visits per year to places of interest or performances in connection with their class work.
- Some funding would be taken from the school funds but the visits/activity would only take place if parents were willing to support it financially.
- It is important to note that no child has ever been omitted from an activity because parents were unwilling or unable to contribute. It is hoped that such relationships have been formed between parents and staff that provision can be made for financial assistance when necessary.
- **Additional provision** of materials met from school and PTA funds have included theatre groups, puppeteers, books, musicians, Christmas Parties and other enrichment activities.
- **Cooking materials**: if parents wish for a finished product a charge may be made although ingredients for cooking during lessons and PPA are generally covered by school fund.

11. Breakages or damage to school property

If something has been broken or damaged as a result of a child's behaviour a charge will be made. Deliberate damage to school property directly affects the education of our pupils by taking much needed funds to repair/replace the damage caused. Bills for the full cost of replacement or repair will be obtained and forwarded to the parents of those pupils responsible.