

Charging and Remissions Policy

Last reviewed in	September 2025
Next review due	September 2026



Acre Rigg Infants School

Charging and Remission Policy

Philosophy

We recognise the valuable contribution that the wide range of additional activities, including clubs, practical activities and visits can make towards pupils personal and social education. We aim to promote and provide such activities both as part of a broad, balanced curriculum for the pupils of the school and as additional and optional activities.

Roles and responsibilities of Headteacher, other staff, governors

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

1. No charges will be made for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

2. We may charge for the following:

Activities outside school hours or to extend the curriculum.

The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours or as an extension to the curriculum, or in the form of visits and visitors to school. The cost will not exceed the actual cost of provision to include admission costs and transport costs. Wherever possible, fund raising will be used to subsidise costs for all children.

The cost of materials, ingredients (or provision of them by parents) for practical subjects if the parents have indicated in advance that they wish to own the finished product.

Voluntary Contributions

The Governing Body may ask parents for voluntary contributions towards the cost of any activity that takes place during school hours. This includes daily snacks for children during the sessions.

Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Breakages

In cases of willful or malicious damage to equipment or breakages, or loss of school books and equipment on loan to pupils the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor this policy by receiving updates on charges and remissions made within the scopes of this policy.