



Churchfields Infants' School

Charging and Remissions Policy

June 2026

Approved by Governing Board:

Next Review Date:

June 2027

Introduction

The Headteacher and Governing Board recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Headteacher and Governing Board aim to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or Parents are charged directly for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Purpose and aims

The policy complies with the requirements of the Education Act 1996. Where 'Parent' or 'Parents' is referred to, this will include adults with a responsibility for the pupil.

We aim to:

- Make school activities accessible to all pupils regardless of family income
- Encourage and promote external activities to take place at a minimum cost to the curriculum
- Provide a process which allows activities to take place at a minimum cost to Parents, pupils and the School
- Respond to the wide variations in family income while not adding additional unexpected burdens to the School budget

Legislation – Education During School Hours

The DfE in its guidance to School Governors state that "Education provided during school hours must be free. The definition of 'education' includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity". It goes on to advise, "Although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind)".

When additional costs are incurred by Churchfields Infants' School to enhance the curriculum opportunities for the pupils, Parents may be

requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her Parents cannot or will not make a contribution of any kind.

Education Outside School Hours

The DfE in its guidance to School Governors states, "Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 described activities which can be charged for as "optional extras".

Remissions

To ensure that access to activities reflects intentions, Churchfields Infants' School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where parents are in receipt of Universal Credit or Income Support under Section 4 IV of the Immigration & Asylum Act 1999, the Governing Board will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship, which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity, the Governing Board will invite Parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors

Data Protection of Pupils and Families

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important, as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be

accomplished by developing methods of collecting voluntary contributions, which do not identify children whose Parents do not contribute. Yearly contributions towards School Funds will be requested at the start of every school year through the school newsletter and whole school email. Contributions will be collected by the ParentPay Portal.

Contributions

Voluntary contributions will be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity, it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

If sufficient contributions are not received the activity may be cancelled and the range of activities may be curtailed.

Contributions are set at the rate of £18 per nursery child and £36 for children in Reception, Year 1 and Year 2.

Charges

The Governing Board reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day
- After-school and pre-school clubs
- Damage to property – the cost of replacing or repairing any item (including premises, furniture, equipment, books or materials), where this is a result of wilful damage, neglect or loss
- Visit to school by professionals, e.g. authors, storytellers, musicians, dancers, artists, etc.
- Damage to school books (Reading Scheme)
- Charges for late collection of children from school or clubs

Breakages, Damage or Loss to Property

A charge will be levied in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the

charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of willful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been charged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Subject Access Requests

Any printing or photocopying that is requested by Parents relating to a subject access request of their child, under Article 15 of the UK GDPR will be charged at 10p per sheet and 20p per sheet for any colour printing.

Private Fees

A standardised report will be made available to Parents for the purpose of a third party private assessment (e.g. year 2 to year 3 transition to private school, mid-year pupil progress report for private schools, solicitors or private psychologist reports) at a cost of £26 per child per report.

For passport applications, nationalisation or visa confirmation of school letters a charge of £26 per child will be applied.

The Head Teacher will have the discretion to waive or reduce this in the case of financial hardship or for pupil premium students.

Breakfast Club

We have set up our own in-house breakfast club run by Churchfields Infants' staff. Breakfast club runs from 8:00am – 8:55am and costs £6 per day. Parent Pay is the platform used by school for Parents to book and pay for their required sessions on a termly basis. An emergency or "one-off" place can be booked with the school office, should there be spaces available for the sum of £7.

Teatime Together club

September 2024 saw the creation of our Teatime Together Club. This will continue to run from 3:30 to 5:45 and will cost £16 for the full duration, but could be purchased in two parts. 3:30-4:30 at £6.00 and 4:30-5:45 at £10.00. Parent Pay is the platform used by school for Parents to book and pay for their required sessions on a termly basis. Ad-hoc attendance may be available on request. An emergency or "one-off" place can be booked with

the school office, should there be spaces available for the sum of £7 or £10 for the 4:30 place (Teatime Extra).

Refunds

Refunds will only be issued if a club is booked in error and the school are notified within 24 hours of the booking. No refunds will be issued should a child not wish to attend a club. Moving the fee to another club will be considered on individual cases and at the discretion of the school.

Early Education Entitlement

Nursery aged children can attend a maximum of 2 childcare sites in a single day. Where a child's claim exceeds the maximum annual entitlement of 570 hours between April 2024 and March 2025 (or 1140 hours where a child is claiming 30 hours childcare) the parent/carer is liable for payment for the addition hours and will be invoiced accordingly in the spring term. Further details can be found on the Redbridge Parent/Carer Declaration Form that each family will complete prior to starting at our nursery.

30 hour Nursery places

- Parents will be invoiced on a monthly basis for the cost of lunch time cover. The current charge is £30 per week.
- Non funded 30 hour nursery places will be invoiced on a monthly basis. The current charge is £100 per week.

Facilities and Services

In the instance that it is necessary to deploy our staff for demonstrations or the sharing of best practice on behalf of the Local Authority or other schools we will charge the current supply rate for a full or half day, whichever is appropriate.

Penalty for Late Collection

Under Section 457 of the Education Act 1996 and relevant Regulations, the School Governing Board has the power to impose a charge on Parents who fail to collect their child from school within a reasonable time after the close of the school day or after school activity.

The Governing Board accepts that it is the responsibility of the school to ensure Parents are notified of the timing of the school day or after school activity and also when those times are varied for a specific event or date.

The Governing Board has decided that (except in emergency situations) where a child is collected after 3:45pm on more than two occasions within a half-term the School will apply a child care fee of £25 per half hour. The Head Teacher will have the discretion to waive or reduce this in the case of genuine emergencies e.g. hospitalisation of a parent or sibling. The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection. The child will be taken to the Teatime Together Club until they are collected.

The Parent will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay will lead to further action being taken.

Should the parent fail to collect the child within two hours, the Headteacher will follow the School's Safeguarding Policy.

The Governing Board has decided that if a child is not collected from an enrichment or sports club before 4:40, then the child will be taken to the Teatime Together Club and the parent will be invoiced for the cost of the club plus a £2.50 administrative fee.

Conclusion

The Governing Board may, from time to time, amend the categories of activity for which a charge may be made.

Charges are subject to change.

Nothing in this policy statement precludes the Governing Board from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.