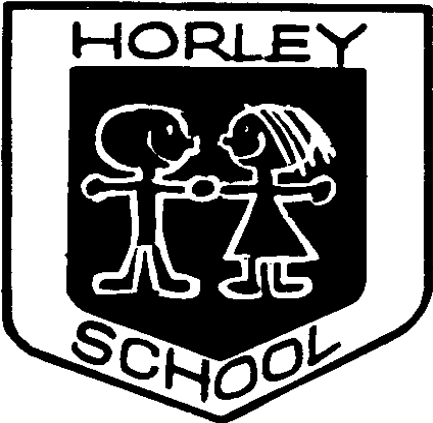


HORLEY INFANT SCHOOL



CHARGING & REMISSIONS POLICY

Initially Approved On: September 2011
Reviewed On: Autumn 2022
Staff Link: SBM
Next Review Date: Autumn 2023

Policy Status				
Statutory (Work Programme) ✓	Non-Statutory	Annual Review ✓	Biennial Review	Triennial Review

FGB Review (statutory policies only): [Achievement & Standards](#)
Link Governor (statutory policies only): [Richard Rogerson](#)

Purpose of Policy

Horley Infant School values each pupil as an individual and enables them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of a wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents or carers. The policy complements the school's equal opportunities, curriculum, teaching and learning policies.

During the School day 8.50 am – 3.00 pm

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, special activities involving high cost materials, trips involving travelling to another venue or visitors to school who provide a service. In these circumstances no pupil will be prevented from participating because his/her parents or carers cannot or will not make a contribution.

Activities outside of the School day

We will charge for optional extra activities provided outside of the school day, e.g. extra-curricular activities that are not part of the National Curriculum. Costs will be made for materials, resources, staffing costs – these costs will be divided by the number of children participating.

Education partly during the School day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents or carers will be told how the charges were calculated.

Damage to School Property

There is nothing to prevent schools from asking parents or carers to pay for/contribute towards the cost of replacing/repairing school property e.g. a broken window or defaced, damaged or lost textbook, where this is the result of a student's behaviour.

Residentials

Charges will be made for board and lodging, except for pupils who meet the current free school meals eligibility criteria. Other charges will be made to cover costs where necessary following guidance. In such cases parents or carers will be told how the charges were calculated.

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising. Parents or carers who would qualify for support are those who meet the Pupil Premium eligibility criteria. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents or carers.

Monitoring and evaluation

The Finance Governors will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.