

Charging and Remissions policy

Roe Green Infant School



Approved by:

A handwritten signature in purple ink, appearing to be "K. K. K.", is written over a white rectangular background.

Sept 2026

Last reviewed on:

Sept 2026

Next review due by:

Sept 2027

Roe Green Infant School

Charging & Remissions Policy

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the guidance detailed in the DfE Governance Handbook October 2020 [section 6.7.5] and DfE “Charging for School Activities May 2018” Guidance.

In accordance with these guidelines Roe Green Infant School

- Will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.
- Will not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils or pupils in groups if the tuition is provided at the request of the pupil's parents/carers.
- May charge for School-Time activities by inviting parents and others to make voluntary contributions to enable School Funds to go further. These will be priced as economically as possible. A report will be made to the Resources Committee at the annual review of this policy and their decisions regarding pricing will be recorded in the committee minutes.
- Payment for the Year 2 theatre trip is compulsory for all pupils attending the trip. Parents and carers are required to make payment by the deadline communicated by the school. Payment is necessary to cover the costs associated with the trip and to enable the school to secure the required bookings and arrangements. Where payment is not received by the specified deadline, the school reserves the right to review the pupil's eligibility to attend the trip. Parents and carers who anticipate difficulty making payment should contact the school at the earliest opportunity to discuss available support.
- May charge for board and lodging component of residential trips. The charge will not exceed the actual cost.
- Is committed to ensuring that no child is excluded from an activity because parents/carers of a pupil are unwilling or unable to pay.
- Will give consideration to the remission of charges to parents/carers who receive the following support payments:
 - Universal Credit in prescribed circumstances
 - Income Support (IS)
 - Income Based Jobseekers Allowance (IBJSA)
 - Support under part VI of the Immigration & Asylum Act 1999;
 - Child Tax Credit, provided that Working Tax Credit is not also received;
 - The guarantee element of State Pension Credit;
 - An income related employment & support allowance introduced 27.10.2008.

- Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for working tax credit.
- May permit organisations to charge parents when such an organisation is acting independently of the School or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity
- Parents may be charged for persistent late collection of children at the end of the day/ late club.
- May charge for activities (optional extras) which happen outside school hours when these activities are not necessary or part of the National Curriculum. Individual cases of need will be treated consistently and fairly.
- Parents are asked to make a contribution towards replacing damaged or lost school property caused willfully or negligently by their children.
- Governors will review the lettings charges levied by the school on an annual basis.
- The Governors will review this policy on an annual basis.

Signed.....Designation..... Date.....

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