North Baddesley Infant School, Nursery and Pre-School

Policy for Charging and Remissions

This policy was agreed and formally adopted on 5.12.11.

This policy will be reviewed annually.

Last review: September 2026.

Our policy for charging and remissions relates to other school policies and should be read in conjunction with these. Any reference to 'parent(s)' throughout the policy refers to parents, carers or anyone else with primary care responsibility for a child. Any reference to school throughout the policy also refers to nursery and pre-school, as applicable.

General Principles

- Ensuring no charge can be made for admitting pupils to a maintained school and all education during school hours is free.
- Not charging for any activity undertaken as part of the National Curriculum - it is for this reason that a compulsory charge is not levied for transport and admittance to school trips and visits that are part of the curriculum.
- Organising optional extras such as school trips, visits and extra curricular activities which enrich the curriculum and educational experience of the children.
- Inviting parents to voluntarily contribute to the cost of these enrichment activities.
- Not discriminating against pupils of parents who are unable or unwilling to contribute.
- Publishing summarised details of the charging policy in the school's prospectus and providing full details on request.
- Ensuring contributions and charges made per pupil do not exceed the actual cost of provision.
- Cancelling an activity if the school does not receive sufficient contributions and cannot make up the shortfall.
- Providing information to demonstrate how each trip is funded upon request.
- Seeking to allocate a small proportion of the school budget towards subsidising costs annually where feasible.
- Seeking to secure best prices and value for money.
- Reserving the right to make charges for certain activities and outlining what these are:
    - Activities which take place mainly or wholly outside school hours and which are not part of the curriculum.
    - The cost of any instrumental music tuition by peripatetic music teachers.
    - The costs of board, lodging and travel expenses for residential visits in or mainly in school time which provide education directly related to the National Curriculum.
    - Costs to cover/towards wilful or malicious damage or loss of school property where considered appropriate.
    - Freedom of Information photocopying costs at 5p per page.

Procedures

- Requests for voluntary contributions towards the cost of additional activities organised by the school will be made in writing. These activities are known as 'optional extras'. This list is not exhaustive:
    - School trips and visits, additional resources for activities in school e.g: cooking where items are kept by the child, theatre companies and other specialist visitors into school, outdoor adventure activities and musical events.
- Parents will be informed at the planning stage if a particular activity cannot take place without enough voluntary contributions from parents.
- If a planned activity has to be cancelled any monies received will be returned.
- When an outside provider is used for out of school activities a voluntary contribution will be sought.
- In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.
- In cases of financial difficulty, parents are invited to contact the Headteacher.

- The school PTA (FoNBIS) will support disadvantaged pupils financially for activities it organises (e.g. Disco, Mother's Day gift shop) and can, on request of the school, support with other enrichment activities such as trips or visitors.

Monitoring, Evaluation and Review

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school, nursery and pre-school.