

ABBEY C OF E INFANTS AND NURSERY SCHOOL



Charging and Remissions Policy – May 2026

INTRODUCTION

This policy has been formulated in accordance with the Local Authority's guidance on: Charging for School Activities.

AIM

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

RESPONSIBILITIES

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Abbey C of E Infant and Nursery School is committed to providing quality education based on equality of opportunity. We want our pupils to be able to participate fully in every aspect of the curriculum.

We provide a rich learning experience that will enable the children to develop. We offer a broad and balanced curriculum.

Educational Visits and Workshops

We arrange Educational Visits for each year group and invite visitors into school to support and enhance the curriculum.

In the DFE Guidance 'A guide to the law for School Governors' (Chapter 18 Charging for School Activities) it is stated that:

'Education provided during school hours must be free.

Although schools cannot charge for school time activities, they may still invite parents and others to make voluntary contributions. All requests to parents for voluntary contributions must make it quite clear that the contributions would be voluntary. Governing bodies should also make it clear that children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, that should be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled. The essential point is that no pupil should be left out of an activity because his or her parents/guardian cannot or will not make a contribution.

We will ensure that all school activities are made available to all pupils regardless of family income and therefore have in place the following Charges and Remissions Policy:

- Parents will be asked for a voluntary contribution for certain activities such as Educational Visits. These voluntary contributions will not exceed the actual costs.
- No child will be excluded from an activity because parents cannot or will not make such a voluntary contribution.
- If insufficient voluntary contributions are made the activity may have to be cancelled.

When an activity is proposed, parents will receive written notification and will be asked whether or not they would be prepared to make a voluntary contribution. If following receipt of response forms, the activity can go ahead, parents will be given at least three weeks written notice. This letter will include:

- Details of the activity including venue, date, times, programme for the day and any special arrangements (clothing etc.)
- The amount of the voluntary contribution requested and details of what is covered (e.g. admission.)
- The option to pay instalments.
- An invitation to parents with financial difficulties to speak to the Headteacher.

Children who access Universal Infant Free School Meals receive a packed lunch from the school when an activity extends over their lunchtime.

It will be made clear that the children will require no additional money for such activities.

Nursery

All children receive 15 hours funded education each week from the term after their third birthday.

Additional costed hours are available in Nursery classes.

Details of costs are available from the school office.

- These sessions are optional.
- All fees are to be paid one month in advance.

Children may be eligible for funding for a Nursery place the term after their 2nd birthday in the Squirrel Room in the nursery.

Please discuss with the School office for further information.

Signed..... (Chair of Governors)

Signed..... (Headteacher)

Date.....