

# Charging and Remissions Policy

## Document Control Page

## Revision History

Date	Type of change	Initials	Purpose of Revision
September 2022	Minor	SB	Date changed in footer
September 2023	Minor	SB	Date changed in footer (HCC Policy)
September 2024	Major	SB	Inclusion of extra curricular activities, visitors, illness/non attendance and FPN. Adjustments made to damage to property.
September 2025	None	SB	

Date Approved by WGB Committee: 26<sup>th</sup> September 2025

Date to be reviewed by Governing Body: September 2026

Headteacher signature:

*SBoorman*

## **Charging and Remissions**

### **Introduction**

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities. Reference: The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999

### **Aim**

At Hatch Warren Infant School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

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.

### **Voluntary Contributions**

Voluntary contributions will be sought from parents for activities, including educational visits which are considered valuable and which the school is unable to otherwise fund. However, individual pupils will not be excluded from any educational activity where parents decline to make a voluntary contribution. This will be made clear in the letter to parents. Some costs may be met from the school budget, but if this is not possible the activity will be cancelled and contributions already made returned. Where the parents of a child are unable to meet any one of the charges the school may make they can apply in confidence to the Head teacher for the remission of charges in part or full. School in certain circumstances, will use the pupil premium grant to ensure that vulnerable children are not excluded from the opportunities offered due to cost.

### **Extra-curricular activities**

It is the policy of the school to encourage extra-curricular activities as an addition to the curriculum presented to the children. This provision of extra-curricular activities is to enhance the curriculum and provide pupils with the opportunity to work co-operatively with others. Costs for extra-curricular activities undertaken by outside agencies out of school hours should be met by the parents so that each activity is self funding. No funds for such activities will be underwritten by the school. Clubs run by school staff may have a nominal charge to cover resourcing the session. As with other activities available through the school, the head teacher should be approached regarding incurred costs for a child in receipt of pupil premium.

### **Visitors**

To enhance the curriculum, children will be given opportunities to go on visits during the school day. There may also be visitors who come into school, e.g. theatre groups, authors etc. Parents will be asked to make a voluntary contribution towards the cost of such events.

### **Illness and non-attendance**

Whenever a child misses a school trip due to illness or other exceptional circumstances and the school does not incur costs for that child a refund will automatically be offered to the parent for that aspect of the trip. For example we may be able to refund entrance fees but not the cost of travel. Any other request for refunds are to be put into writing to the head teacher and will be considered on a case by case basis.

### **Damage to property and possessions**

We believe that as part of a child's education they should take responsibility for their actions. Therefore when deliberate damage to school property occurs the action will be reported to parents of the child and where appropriate, a request that a contribution towards costs be considered. Where damage is to another pupil's possessions the school will inform the parents of the pupils involved and aim to resolve the matter amicably.

Should a request for a payment be made:

- The request will be made directly to the parent
- The parent will be given a receipt for any payment in recompense for damage to school property
- If full payment is made the damaged article, where appropriate will be offered to the parent.

### **School photographs and other fund raising activities**

When such activities are arranged it will be made clear to parents that they are under no obligation to purchase or take part. Parental response to activities will be monitored to ensure that requests involving payments are neither excessive nor too frequent.

Breakfast Club and After School Club runs from 7.45am to 8:40am, costing £5.10 per pre-booked session, including light a breakfast. This is run by an outside provider SCL, parents book and pay directly with SCL.

### **Fixed Penalty Notices**

Fixed Penalty Notices (FPN) are fines imposed on parents, £160 but if paid within 21 days of receipt, it will be reduced to £80. They are an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends the school where they are registered. They can only be issued by the Headteacher, a Local Authority, or the police.

FPNs can be issued to each parent liable for the attendance offence or offences. At Hatch Warren Infant School, we consider that regular attendance and punctuality is of such importance that FPNs may be issued where a pupil has had:

- 20 or more half day sessions i.e. the equivalent to 10 school days, of unauthorised absence in any 10 school week period and;
- where issuing a FPN will be an effective measure in helping the pupil return to school and/ or ensure their future regular attendance/ punctuality.
- where the parent/ carer is capable of ensuring the pupil's regular attendance/ punctuality.
- where the parent/ carer has failed to co-operate in making use of advice/ support offered.

Other Circumstances where a FPN May be Issued

- A FPN may also be issues for persistent lateness - if a child arrives after the register has closed at 9.15am on more than 10 days in a 10 week period.

If a second FPN is issued it is £320 with no discount for early payment. A third FPN cannot be issued, instead your case may be taken to court. A magistrate can fine each parent £2500 per child.