PADNELL INFANT SCHOOL

BOARD OF GOVERNORS

CHARGES & REMISSIONS POLICY

Name of Unit/Premises/Centre/School	Padnell Infant School
Date of Policy Review	October 2026
Date of Next Review	October 2027
Name of Headteacher	Mrs Paula Young

Administration Record

Issue	Modification	Approved
1	Resources Committee Approval	19 June 2017
1.1	Resources Committee Comments Incorporated	19 June 2017
2.1	FGB Comments Incorporated	21 October 2019
3	FGB Approval	8 November 2021
4	FGB Approval	14th November 2022
5	FGB Approval	13th November 2023
6	FGB Approval	11th November 2024
7	FGB Approval	10th November 2025
8	FGB Approval	9th November 2026

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1 Introduction

1.1.1 The Governors have approved the following policy so that it can be clearly understood by teachers organising activities and by the parents of our pupils what our practice will be:

1.1.2 This policy will be reviewed annually.

2 General

2.1.1 Activities offered wholly or mainly during normal teaching time shall be available to all pupils regardless of their parents' ability or willingness to help meet the cost.

2.1.2 If the number of places available for a particular activity is limited, the school will decide which pupils should be given the opportunity to participate, without reference to parents' willingness or ability to make a voluntary contribution towards the cost.

2.1.3 Neither a pupil at this school nor his or her parents will be required to pay for, or to supply, any materials, books or other equipment for use in connection with National Curriculum Education provided during school hours. Parents may, however, be invited to provide their children voluntarily with particular items, in order to release resources for the school budget for other purposes, but no child shall be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

3 Voluntary Contributions

3.1.1 The restrictions on charging for school activities do not in any way prohibit or restrict a Local Authority school from seeking voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours, residential or non-residential. Such contributions must make it clear:

a. That there is no obligation to contribute; and

b. That registered pupils at a school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

3.1.2 If the activity cannot be funded without voluntary contribution, the school will make this clear to parents at the outset. The initial letter will explain the nature of the proposed activity and its likely value in educational terms. It will then indicate the contribution per pupil which will be required if the activity is to take place. It will be emphasised that there is no obligation to contribute and that no pupil will be omitted from the activity because his or her parents are unwilling/unable to contribute, but it will be made equally clear that the activity may not take place if parents are reluctant to support it financially.

4 Educational visits

4.1.1 Competitive prices are obtained for travel (usually coach) and party rates for admission to places of interest which allow considerable reductions. Parents are notified of the cost of the trip, if the trip is to be a viable one, and they are invited to make a voluntary contribution equal to this amount. If the response is such that a shortfall is likely, the parents will be informed that the visit will be cancelled.

4.1.2 If a child is not able to attend the trip for any reason, a refund will not be made as the school will still be charged.

4.1.3 In cases of genuine financial hardship the school will endeavour to see that children participate in most activities. Parents are advised to contact the Headteacher directly where the case will be dealt with in total confidence. Partial payment may be mutually agreed.

4.1.4 The value of educational experience is carefully weighed before trips are planned, and it is our view that children gain a great deal from first hand learning of this nature.

5 Visits by theatre groups

5.1.1 Visits by theatre groups are costed according to the charge of the group visiting and are always kept to a bare minimum. All pupils benefit from these presentations regardless of contribution made or lack of it.

6 Breakage’s and Damage

6.1.1 The Governors have agreed that the school will ask parents to pay for the cost of replacing items lost, damaged or destroyed as a result of a pupil’s behaviour. This might, for example, cover the cost of replacing a broken window or a defaced, damaged or lost book.

7 Before and After School Care

7.1 Before School Care

7.1.1 The session runs from 7.30am to 8.40am a breakfast is offered to all children attending the session. The fee is £5.50 per session; there are no half-sessions.

7.1.2 Parents are asked to pay and book in advance using the Arbor system.

7.1.3 Parents can amend or cancel their sessions up until the day before their booking. They will still be charged if their child doesn't attend the booked session.

7.1.4 School leavers that have a credit balance of £5 or more on their account, the balance will be transferred on to a sibling account or transferred to Padnell Junior School. If the balance is less than £5 this will not be transferred or refunded.

7.2 After School Care

7.2.1 The after-school club, runs from 3.05pm to 5pm every school day a drink and a snack is offered to all children attending the session. The fee is £7 per session, there are no half-sessions

7.2.2 Parents are asked to pay and book in advance using the Arbor system.

7.2.3 Parents can amend or cancel their sessions up until the day before their booking. They will still be charged if their child doesn't attend the booked session.

7.2.4 School leavers that have a credit balance of £5 or more on their account, the balance will be transferred on to a sibling account or transferred to Padnell Junior School. If the balance is less than £5 this will not be transferred or refunded.