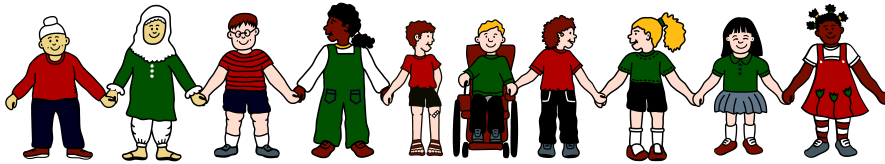


**THE GILES  
NURSERY  
AND  
INFANTS' SCHOOL**



**Charging and Remissions Policy**

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## Charging and Remissions Policy

### 1. Aims

The Giles Nursery and Infants' School aims to:

- Establish clear processes for charging and remissions.
- Define the types of activities that may incur charges and specify when charges will or will not be made.
- Provide a range of activities and visits while minimising financial barriers that could prevent pupils from participating fully in these opportunities.

### 2. Legislation and Guidance

This policy is based on the Department for Education (DfE) advice on charging for school activities and sections 449-462 of the Education Act 1996, which outline the law on charging for school activities in England.

It is also informed by DfE guidance on statutory policies for schools and academy trusts.

### 3. Definitions

- **Charge:** A fee payable for specific activities.
- **Remission:** The cancellation or reduction of a charge that would normally apply.

### 4. Roles and Responsibilities

#### 4.1 Governing Board

The governing board has overall responsibility for approving and implementing the charging and remissions policy.

#### 4.2 Headteacher

The headteacher is responsible for ensuring that staff understand the charging and remissions policy and apply it consistently.

#### 4.3 Staff

Staff are responsible for:

- Consistently implementing the charging and remissions policy.
- Informing the headteacher of any circumstances where the policy may not apply or requires clarification.  
The school will provide appropriate training for staff regarding this policy and its implementation.

#### 4.4 Parents/Carers

Parents and carers should notify staff or the headteacher of any concerns or questions about the charging and remissions policy.

## **5. Where Charges Cannot Be Made**

The school cannot charge for the following:

### **5.1 Education**

- Admission applications.
- Education provided during school hours, including materials, books, instruments, or equipment.
- Education outside school hours if it is part of:
  - The National Curriculum.
  - A syllabus for a public examination that the pupil is being prepared for at the school.
  - Religious education.
- Instrumental or vocal tuition for individuals or groups, unless requested by the parent/carer.

### **5.2 School Meals**

School meals are provided free of charge to all children in Reception, Year 1, and Year 2.

### **5.3 School Milk**

Milk is available by termly order with a set charge, free for Nursery children and those eligible for free school meals.

### **5.4 School Fruit/Snack Scheme**

Each child receives a daily healthy fruit or vegetable snack, provided free by the NHS.

### **5.5 Transport**

- Transporting pupils to or from school when the local authority is required to provide it.
- Transporting pupils to other locations arranged by the governing board or local authority for educational purposes.
- Transport required for pupils to meet examination requirements.
- Transport for educational visits.

## **6. Where Charges Can Be Made**

The school can charge for the following:

### **6.1 Education**

- Materials, books, instruments, or equipment that the parent/carer wishes the child to own.
- Optional extras (see below).
- Musical and vocal tuition in certain circumstances.
- Some early years provision.
- Community facilities.

## **7. Voluntary Contributions**

The school may request voluntary contributions to fund activities that would otherwise not be possible. If contributions are insufficient, the school may subsidise costs or cancel the activity. No child will be excluded from an activity based on whether their parent/carer has contributed.

## **8. Pupil Premium Funding**

The headteacher may use pupil premium funding to support eligible pupils in accessing appropriate activities.

## **9. Activities we charge for**

The school charges for:

- Breakfast and after-school clubs (details on the website).
- Additional Nursery sessions (details on the website and in the admissions policy).
- Damage or loss of school property due to willful damage or neglect, at the cost of replacement or repair.
- Charges may be made for miscellaneous services such as providing copies of reports.  
Use of school equipment for non-school business, such as photocopiers, may also incur a charge.
- Lettings - we may let our facilities to external users, with charges reviewed annually.

## **10. Remissions**

In some cases, the governing board may waive charges for certain activities, depending on the circumstances. Remissions may also apply if a pupil is unable to participate due to illness.

Parents/carers facing financial hardship are encouraged to approach the head teacher to discuss remission of charges or deferred payments. These requests are handled confidentially.

## **10. Monitoring Arrangements**

The governing board will monitor and ensure compliance with the policy. The policy will be reviewed every two years and approved by the governing board.