

Bromley Heath Infant School

Charging and Remission Policy

Author/Person Responsible	Abigail Hodge
Date of Ratification	Oct 22
Review Group	Finance and Premises Committee
Ratification Group	As above
Review Frequency	2 years
Review Date	October 2026
Related Policies	
Chair of Governor's Signature	Electronic copy
The Governing Body <i>may from time to time review its Charging and Remissions Policy</i> and inform parents of any changes in writing. Signed ____Neil Pearce____ Governor's Finance and Premises Committee	

Policies, Procedures or Practices:	Charging and remissions	DATE:	Oct 2024
EIA CARRIED OUT BY:	A Hodge	EIA APPROVED BY:	

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		NA
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		N A
Gender reassignment		NA
Marriage and civil partnership		N A
Pregnancy and maternity		N A
Race		N A
Religion and belief (practices of worship, religious or cultural observance, including non-belief)		N A
Gender identity		N A
Sexual orientation		N A

Any adverse impacts are explored in a Full Impact Assessment.

Rationale

The Governing Body recognises the valuable contribution that the wide range of additional activities, including educational visits, musical and theatrical performances, can make towards the children's personal and social education. These activities provide pupils with experiences beyond the normal scope of the National Curriculum.

Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities or events that happen within or outside of school.

- Visits to and from outside groups – eg: Theatre companies, Dance groups and Music Ensembles.
- School Visits to places of interest that enhance the curriculum provision for the children.
- Damage or loss, the Governing Body and the Headteacher may ask parents/carers to pay for damage or loss to school property or equipment which may be incurred if children have not responded to school guidelines.
- The loss of school reading or library books. A contribution of £2.50 towards replacement will be requested.
- Parents who help in school will be asked to pay the admin fee to cover the cost of processing their DBS checks.

Charges in Kind

Where a child participates in a Food Technology activity (or specific craft activity not part of the National Curriculum eg:- felt making) parents or carers will be asked to supply the ingredients or a nominal contribution will be requested for such an activity.

Voluntary Contributions

Nothing in this policy prevents the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing an educational activity for pupils. If the activity cannot be funded without voluntary contributions the Head teacher will make this clear at the outset. Parents will be informed that if insufficient contributions are made then activity may have to be cancelled, but no child will be excluded due to an inability to pay.

Remissions

When arranging an activity that is chargeable or asks for a voluntary contribution, parents in receipt of benefits or experiencing financial hardship, will be encouraged to approach the Head teacher, confidentially, for the remission of charges. (See Appendix 1) Authorisation of remissions will be made by the Headteacher in consultation with the Chair of Governors.

Date: Nov 2008

Review date	Oct 2013	Signed	Agreed finance committee Oct 13
Review date	OCT 14	Signed	✓
Review Date	Oct 2015	Signed	✓
Review date	Oct 16	Signed	✓
Review date	Reviewed and amended Oct 18	Signed	✓
Review date	Oct 20	Signed	✓
Review date	October 2022	Signed	✓
Review date	October 2024	Signed	Signed copy in file
Review Date	October 2026		

Appendix 1

Where parents are in receipt of Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), the Governing Body will observe its statutory requirement to remit in full the activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.