

New Milton Infant School



Charging and Remissions Policy

School name	New Milton Infant School
Date of Policy Issue/Review	Published Spring 2022 To Be Reviewed by Spring 2025
Name of responsible Manager/Headteacher	Amy Wake
Date approved by Governors if statutory	March 2022

Rationale

This policy is prepared in line with DfE advice and guidelines, which identifies activities for which charges can be made.

Activities are divided into three categories:-

- Those for which the school may make a charge for the full cost
- Those where the school may charge for the cost of the materials used if the child wishes to take the completed item home
- All other activities for which the school may ask for a voluntary contribution to help cover the costs.

Guidelines

At New Milton Infant School we ask for voluntary contributions to help cover the costs of:-

- Day Visits
- Specialised Experiences in School (eg Space Dome)

Other instances where charges are payable are:-

Music tuition - Parents may choose for their child to take keyboard lessons for which there is a charge. This is paid for half termly direct to the tutor. Parents of children who qualify for free school meals may seek support from the school in meeting this cost (see Extended Services Policy).

Activities Outside School Hours - Parents may choose for their child to attend after school clubs for which there is a charge. This is paid for half termly direct to the tutor or the school. Parents of children who qualify for free school meals may seek support from the school in meeting this cost (see Extended Services Policy).

Damage/Loss to property - In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Other charges - The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying.

Remission of Charges

No child will be excluded from any activity if a parent is not able or willing to make a contribution towards the costs. Activities that involve additional expenses, particularly transport costs, can only continue if the school receives substantial voluntary contributions. The school reserves the right to cancel an activity if significant costs cannot be covered.

If a parent finds that they are unable to meet the costs of an activity, they are invited to approach the Headteacher, in confidence, to discuss the situation. The school holds a limited fund that may be used to assist families in particular need. (see Extended Services Policy)

.....Chair of Governors
.....Headteacher

Monitoring arrangements

This Policy will be monitored and evaluated through regular visits, review of appropriate documentation (e.g. head teacher's reports), governor visits reports and feedback and approval during FGB meetings.' Governors will need to bear in mind the following questions: Were key elements in evidence during the visit? What strengths and weaknesses were observed or discussed? Has this Policy impacted standards? Are changes needed to the Policy?'