

Alton Infant School

Sowing the seeds of learning



Charging and Remissions Policy

Date approved by the Full Governing Body: - December 2025

Date of review: - December 2027

Introduction

This charging policy has been compiled in line with DCSF requirements and in accordance with s457 of the Education Act, 1996.

Educational Visits:

We believe that educational and residential visits and other extra-curricular activities play an important part in the delivery of the National Curriculum and have a large impact on the children's educational and social development.

Educational visits will only go ahead if voluntary contributions cover at least 90% of the final cost of the visit. The school will make this clear in correspondence to parents before the trip takes place.

Voluntary Contributions:

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

Damage and/or Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Governing Body. For users connected to the school the charge will be based on the site staff overtime costs.

Other charges

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Money owed to the school

Any money owed to school has an impact on the budget and may affect the resources we can provide to all children. We hope that parents understand this and will make every effort to avoid owing the school money.

The school will endeavour to minimise risk of debts by reminding parents of any outstanding monies within 30 days after the debt has arisen. If the debt is still outstanding the school will endeavour to reach an agreement with the parent to pay the debt by instalments.

The school will take a sensitive, pragmatic view to recovering debts greater than £50 to ensure the continued provision of resources to all pupils.

General Remissions

The Governing Body reserve the right to remit some or all of the charges for activities where voluntary contributions are requested. Each applicant for remission of charges will be considered carefully and in the strictest confidence by the Headteacher. Children will be treated equally regardless of whether their parent have made a voluntary contribution or not.

