

Haddenham Community Infant School

Charging and Remissions Policy for Educational Activities

Reviewed: October 2025

Next Review: October 2026

1. Introduction

The Governing Body recognises the valuable contribution that a wide range of additional activities — including educational visits, clubs, and extra-curricular opportunities — make to pupils' learning and personal development.

All pupils should have equal access to these activities, regardless of their families' financial circumstances.

This policy explains how the school will:

- Comply with the **Education Act 1996 (Sections 449–462)**;
- Follow **Department for Education (DfE)** guidance on *Charging for School Activities*; and
- Meet the requirements of the **Buckinghamshire Council Scheme for Financing Schools**, in particular **Section F7: Charges for Educational Activities**.

The Governing Body will review this policy annually. A summary is provided in the school prospectus and on the school website. Copies are available from the school office.

2. Legal Context

The 1996 Education Act requires all governing bodies to determine and keep under review a policy on charges and remissions. The Act sets out circumstances in which schools may charge for activities and when they must be provided free of charge.

There are two main types of financial contributions:

1. **Voluntary contributions**, and
2. **Permitted charges**.

Each type has different rules, which are explained below.

3. Voluntary Contributions

Nothing in legislation prevents a school from asking parents for a voluntary contribution towards the cost of an activity that benefits pupils.

Where an activity cannot proceed without sufficient voluntary funding, parents will be informed at the outset:

- The contribution requested will be **voluntary**;
- No pupil will be excluded or treated differently if their family is unable or unwilling to contribute;
- If insufficient funds are raised, the activity **may be cancelled**; and
- The amount requested will never exceed the **actual cost** of the activity divided equally among participating pupils.

All requests will be made in writing and clearly state that contributions are voluntary.

4. Permitted Charges

Charges may be made only in the specific cases permitted by law. These include:

4.1 Education outside school hours

A charge may be made for education provided **outside school hours**, where the activity is **not** part of:

- The National Curriculum;
- A syllabus for a prescribed public examination; or
- Religious education.

4.3 Materials and ingredients

Where parents wish pupils to take home finished products from subjects such as **art, design, or food technology**, a charge may be made to cover the **actual cost** of materials or ingredients used.

4.4 Optional extras

Charges may be made for optional extras, including:

- Education or activities taking place **wholly or mainly outside school hours** that are not part of the National Curriculum;
- Additional tuition in music or sports, not required as part of the curriculum;
- Extended day services (e.g. breakfast or after-school clubs);
- Transport provided voluntarily by the school to activities not forming part of the curriculum.

The cost of an optional extra may include:

- Staff engaged specifically for the activity;
- Materials, books, or equipment;
- Transport;
- Insurance;
- Non-teaching staff costs.

The charge will not exceed the **actual cost** of providing the optional extra divided equally among participants.

4.6 Damage or loss to property

A charge will be made for wilful damage, neglect or loss of:

- School property (buildings, furniture, books, or equipment), or
- Property belonging to a third party, where the school has been charged.

The charge will reflect the **cost of repair or replacement**, or a lesser amount at the Headteacher's discretion.

5. Transport

No charge will be made for:

- Transport between the school and other local education settings for curriculum activities;
- Transport provided to enable pupils to attend school.

A charge may be made for:

- Transport to optional activities or visits that take place mainly outside school hours;
 - Transport associated with optional extras.
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6. Lettings

The school may make its premises and facilities available to external users at a charge that covers at least the cost of providing the facilities.

Charges will be reviewed annually by the Finance Committee and approved by the Governing Body.

See **Appendix 1** for the current scale of charges.

External organisations must provide evidence of **Public Liability Insurance**.

Where the hirer is an individual (e.g. for a children's party with no external entertainment), they will be covered by the **Third Party Hirer policy** managed by **Buckinghamshire Council's Insurance Team**.

7. Other Charges

The school may levy charges for miscellaneous services (e.g. photocopying, replacement ID cards, or reports) up to the cost of providing such services.

8. Remissions Policy

The Governing Body will comply with the relevant provisions of the **Education Act 1996** and **Buckinghamshire Council** guidance.

Parents who receive any of the following support payments may be entitled to remission of charges for board and lodging on residential visits, and for other optional extras:

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Income-related Employment and Support Allowance (ESA)
- Child Tax Credit (where Working Tax Credit is not also received and annual income does not exceed HMRC thresholds)
- Working Tax Credit 'run-on' payment
- Universal Credit (where net earned income does not exceed government thresholds)
- Guaranteed element of State Pension Credit

In addition, children for whom the school receives **Pupil Premium funding** will be considered for financial support.

The Headteacher and Governing Body retain discretion to offer full or partial remission in other cases of genuine hardship.

All applications will be handled **confidentially**.

9. Communication and Transparency

When organising activities for which a charge or voluntary contribution is requested, the school will provide parents with:

- A written statement explaining what is voluntary and what is chargeable;
- Information on available remissions or financial support.

Parents will never be pressured to make voluntary contributions.

10. Roles and Responsibilities

- The **Governing Body** is responsible for approving and reviewing this policy.
 - The **Finance Committee** monitors implementation and approves scales of charges.
 - The **Headteacher** ensures compliance, authorises remissions, and oversees communication with parents.
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11. Monitoring and Review

This policy will be reviewed annually by the Finance Committee and approved by the Governing Body each **October**.

Appendix 1 – Scale of Charges for School Lettings

School Hall

Day	Time	Type of Organisation	Hourly Rate
Monday–Friday	After 6 pm	Non-profit making	£11
Monday–Friday	After 6 pm	Profit making	£15
Saturday & Sunday	Before 6 pm	Non-profit making	£15
Saturday & Sunday	Before 6 pm	Profit making	£20

Lettings are generally available only during weekday evenings unless specifically authorised by the Headteacher.

All external hirers must provide current **Public Liability Insurance**.

Where the hirer is not an organisation, they will be covered under the school's **Third Party Hirer policy**, managed by **Buckinghamshire Council**.

Policy approved by: _____ (Chair of Governors)

Date approved: _____

Next review: October 2026