



# Carr Infant School

Confidence - Communication - Creativity

## Charging and Remissions Policy

Approved by	Resources Committee
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Headteacher: James Canniford

Chair of Governors: Charlotte Crabtree

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## **1.0 AIMS OF THE POLICY**

Carr Infant School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independently of their parents/carers financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may otherwise prevent some pupils taking full advantage of the opportunities.

## **2.0 BACKGROUND TO THE POLICY**

Sections 449 to 462 of the Education Act (1996) requires all schools to have a policy on charging and remissions for school activities, This legislation may be viewed at [http://www.opsi.gov.uk/acts/acts1996/ukpga\\_19960056\\_en\\_28](http://www.opsi.gov.uk/acts/acts1996/ukpga_19960056_en_28)

## **3.0 ITEMS FOR WHICH NO CHARGES WILL BE MADE**

- 3.1 Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- 3.2 Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- 3.3 Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- 3.4 Transporting registered pupils
  - to or from the school premises, where the local education authority has a statutory obligation to provide transport;
  - to other premises where the governing body or local education authority has arranged for pupils to be educated;
  - In connection with an educational visit.

## **4.0 ITEMS FOR WHICH CHARGES WILL BE MADE**

### **4.1 Within School Hours**

#### **4.1.1 Educational visits and activities – voluntary contributions**

When organising educational visits or activities, which enrich the curriculum and the experience of pupils, the school invites the parent/carer to make a voluntary contribution towards the cost of the visit or activity. Although not an exhaustive list; these activities may include visits to museums, galleries and the theatre as well as sporting activities.

If the school does not receive sufficient voluntary contributions, it may need to cancel the visit or activity. If contributions total less than 80% then cancellation of the visit should be considered. If the visit proceeds, any shortfall should be made up from the School Fund account. Contributions received from parents/carers will be refunded in full if the visit is cancelled. When a visit or activity does go ahead, it may include pupils whose parents/carers have not paid any contribution. We may not, by law, exclude these pupils and indeed would not wish to treat them differently from others.

#### **4.1.2 Music**

All pupils study music as part of the normal school curriculum for which no charge is made. In addition, several music groups run during the school day, at lunchtime or after school for which no charge is made (e.g. recorder groups, Choir). The governors do, however, reserve the right to charge for these activities as “optional extras” if they occur outside school hours and are not part of the National Curriculum.

Peripatetic music teachers teach individual or group lessons for which a charge is made. There is some remission of fees for those families in receipt of certain state benefits. Information about additional music tuition is available from the school office.

#### **4.1.3 Craft/Technology Activities**

All pupils have the opportunity within the school curriculum of taking part in activities such as craft and technology. The governing body reserves the right to charge for ingredients and materials at cost when the parents/carers do not provide them.

#### 4.1.4 Early Years Provision

A charge will be made to cover the cost of providing Early Years Education in excess of the hours funded by the Local Authority. As this is deemed to be an optional extra, the parents/carers agreement is a necessary pre-requisite and the charge will not exceed the actual cost of providing the provision nor include an element of subsidy for any other pupil or from the school's budget share. In setting the level of charge/s and allocating places Governors will have regard to the guidance provided by the Local Authority

### 4.2 Not Within School Hours

#### 4.2.1 Optional Extras

Charges may be made for some activities known as "Optional Extras". These may include-

- o extra-curricular activities
- o any equipment and/or staffing in relation to extra-curricular activities
- o Breakfast, After School and Holiday clubs

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.

Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Charges made by external providers of activities are the responsibility of those providers and consequently not covered by this Policy.

### 4.3 Other Charges

#### 4.3.1 Lost or Damaged Items of School Property

Parents/carers may be asked to make a contribution towards replacing damaged school property caused wilfully or negligently by their child/ren. This may include window breakage and removal of graffiti. A charge to cover the cost of replacement may also be made for lost or damaged items of school property, including library books/text books.

#### 4.3.2 School Uniform

Carr Infant School uses a clothing supplier who provides quality school wear at affordable prices. In exceptional circumstances, the LA has discretionary power to provide assistance towards the purchase cost.

### 5.0 HIRE OF SCHOOL PREMISES

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Governors wish to encourage community use of the school's facilities when they are not required for school use. Details of the facilities available, the Terms and Conditions of Hire and the scale of Charges may be found in the school's Hire of Facilities (Lettings) policy.

### 6.0 REMISSIONS

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Carr Infant School believes that all pupils should have equal opportunities to benefit from school activities and visits both curricular and extra curricular, independently of their parent's/carer's financial means. To that end the Governing Body has agreed in circumstances of family hardship they will invite parents to apply, in confidence, for remittance of charges in part or in full. This may be for pupils in receipt of pupil premium allocation, other cases where parent/carers are in receipt of one of the following may also be considered:-

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit
- Universal Credit

In cases where the specific circumstances, often temporary, of a particular family's hardship fall outside these criteria, the Head teacher may use their discretion to remit charges in part or in full.

If a parent/carer wishes to apply for a remission of charge, a form is available from the school office or a parent/carer may approach the office or headteacher directly. Authorisation for such remission will be made by the Head teacher and/or a nominated Governor.

In the event a remission of charge is declined parents/carers have the right to appeal in writing to the Chair of Governors whose decision will be final.

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Acomb  
York YO26 5QA  
Tel: 01904 565140  
Email: carrinfants.school@york.gov.uk**

**APPLICATION FORM FOR REMISSION  
OF CHARGE**

Insert e-mail address of school

To apply for a remission of a charge a parent/carer should complete this form with the following information.

Family name of Parent/Carer		Mr/Mrs/Miss/Ms/Dr/	
Forename/s		Relationship to pupil	
Full Postal Address			
Postcode		Phone No.	
		Mobile No.	

Please give details below of each dependent child who is in full-time attendance at the school for whom you wish to apply for remission

Full Names of Child/ren	M/F	Date/s of birth	Class/es

Name of Activity		Date of Activity	
Please state the reason(s) why you are requesting remission:			

Where possible supporting evidence is required.

I wish to apply for remission of charges for the educational activity detailed above

Signature of Applicant ..... Date .....

Please return the completed form to the school office in an envelope addressed to the Head teacher and marked confidential.

For School use only

Remission Approved	Yes / No	Reason
Signed by		
Position		



Date		
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