



## **Charging and Remission Policy**

The Education Reform Act (1988) requires the Governing Body to have a written policy statement on charging and remissions for activities arranged by the school. The Governing body has approved the following policy in line with the requirements of the Act.

### **Aims**

To set clear criteria when a parent or carer is asked to contribute towards school expenditure.

### **Principle**

- The Governing body of Kempshott Infant School welcomes the commitment to the principle of free school education.
- It will therefore ensure that no charges are made for any activity other than those defined by the Act as ‘Optional Extras’.
- All pupils are eligible to take part in any activity during school hours organised by the school irrespective of the circumstances of the parents.
- The Governing body will make no charges for any activity which is wholly or mostly within school time as defined by the Act.

### **Parental Contributions**

- The school may ask parents for voluntary contributions towards the cost of educational visits, outings and special activities in school, which take place during the school day. *For example, school trips or a visit from an author in school to broaden the children’s experiences.* Whenever pupils are involved in school activities which take place off school premises, it is the school’s policy to obtain online parental permission.
- The school will not exclude any pupil from such activities if the parent declines to offer a voluntary contribution. However, the school reserves the right to cancel such activities if sufficient support is not forthcoming. This will be communicated to parents in the trip letter.
- Payments for school trips for pupil premium children will be funded by the school. No contribution will be requested from parents.
- Ingredients and materials for practical activities will usually be financed through school funds, however a small financial contribution may be asked for.

### **Calculating Charges**

When charges are made for any activity requiring the hire of transport for the pupils or entrance fees, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can’t or won’t. Support for cases of hardship will come through voluntary contributions, fundraising and School Fund. As much notice as possible will be given to parents of the activity and the charge. Parents who would qualify for support are those who are in receipt of eligible benefits. The principle of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## **Pupil Premium Families**

Children who attract pupil premium funding at Kempshott Infant School will benefit from:

- free school trips
- free milk daily (if required)
- 2 free school jumpers a year
- 2 half terms of an after-school sports club of their choice (if required)
- Access to government funded holiday clubs, when available

## **Breakages and Fines**

Parents may be asked to pay for lost or damaged property where this is the result of negligence or misbehaviour. This will include damage to school property or the misuse or loss of books or equipment. Parents may also be asked to pay in situations where the school are vicariously liable for the damage to third parties' property (such as the school's neighbours) caused by pupils as a result of negligence or misbehaviour.

## **'Third Party' Arrangements**

If pupils wish to take part in activities organised by a third party; and Hampshire County Council advises against such arrangements, the third party would be able to levy charges for the services provided and the LEA and School Governing Body would not be part of the contract. It would be for the parents to satisfy themselves concerning the adequacy of the arrangements concerning the safety and welfare of children.

## **Remission of Charges**

The Governing Body does not wish to see any child disadvantaged because their parent(s) are unable or unwilling to pay. In the case of genuine financial difficulty, the parents/carers of a pupil should contact the Head Teacher in the strictest confidence to discuss possible options, including the remittance of the charge in whole or in part. Any agreed remitted charges will be met from the School Fund.

## **Refund of Charges**

We do not advertise the payment of refunds to parents, however refunds may be offered on monies paid for school trips, due to absence from school due to illness, if requested and with reference to the following:

- Refunds will not be given if the trip requires payment in advance
- Refunds will not be given for the part of the payment representing coach travel, as this is a fixed cost, worked out in advance
- Refunds will be given for entrance fees, only if fees payable on the day

**The Governing Body of Kempshott Infant School is committed to promoting equality and diversity, providing an inclusive and supportive environment for all.**

This policy will be reviewed every three years.

**Kempshott Infant School is a place where everyone is welcome,  
differences are celebrated and everyone belongs!**

**Date: February 2026**

**Review: February 2029**