

Westacre Infant School

Charging and Remissions Policy



Date Approved: 11.2.2025

Review Date: February 2026

Governor: *Mrs A Dalton* Chair of Governors

Principles:

We are committed to a free school education for all.

We aim to:

- Ensure that education in school is free.
- Ensure that activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parent's ability or willingness to help meet the cost.
- Ensure that there is no statutory requirement to charge for any form of education but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
- Ensure that the school has the right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school, whether during or outside school hours.

Practices:

With the above in mind, it is the Policy of Westacre Infant School:

- To continue to request voluntary contributions from parents towards activities organised by the school during school hours.
- To cancel an activity if insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available. Other costs may be covered in exceptional circumstances (e.g deprivation) if it would be in the best interests of the child – at the discretion of the Headteacher and Governors.
- To charge full cost for optional trips wholly or mainly outside school hours. These visits may not proceed where full costs are not met by all those who wish to partake in the activity.
- The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.
- This school may make charges for breakages and damage to property

Breakfast Club and Teatime Club

Breakfast Club runs from 8:00 a.m. to the start of the school day. The charge is £4 per session and this covers the cost of cereals, toast and drinks. Teatime Club runs from 3:30 pm until 5:30 pm. The charge is £4 for the first hour and then £1 for every additional 15 minutes.

Residential Visits

Where a school activity involves pupils staying overnight away from home, there will be a charge for board and lodging.

Extra-Curricular Class

At present, the school do not charge for extra-curricular clubs. The staff facilitate a range of clubs throughout the academic year.

School Milk

If children require milk whilst at school this will be charged at a rate of £16 per term with effect from 1st September 2017. Milk for children aged 5 or under or entitled to Free School Meals will not be charged but will still have to order milk at the beginning of each term. School milk is administered through Cool Milk.

Payments

All payments made to school should be paid through the School Gateway System. All new parents will receive account set up information which they should then use to make any required future payments.

Copies of Documents

Where Parents and Carers request copies of information under the Freedom of Information Act, the Governors can provide this information in line with regulatory guidance.