Hetts Lane Infant & Nursery School

Charging and Remissions Policy

May 2026

General Principles

The School Governing Body like the Education Committee is committed to the general principle of free education. In determining the charging and remissions policies which are set out in this document the Governors have been mindful of the policy statement produced by the Nottinghamshire Education Committee and have also taken account to the Committee's Entitlement Curriculum.

We would not want any child to be excluded from any activity organised through school, based on cost or parental circumstances, and in all communication to parents it is made clear that contributions are entirely voluntary. However, it will also be clear that if contributions do not cover a sufficient proportion of the cost, the viability of visits during school hours may be at risk and may not go ahead.
All visits and activities will be clearly linked to the children's learning, curriculum enrichment and social development. Parents will be informed of the nature of the trip, travel arrangements and timings. Day trips and visits are not optional, and form part of our curriculum offer for the children.
There is no limit to the level of voluntary contributions parents or others can make towards school activities.

Charges

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

Residential Activities held during school hours: charges may be made for the board and lodging element of those residential activities which take place during school hours. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.

Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil, no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the Governing Body EXCEPT in the circumstances described below.

Activities held outside school hours. The school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences, and are known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the national curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described below).

Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. The charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate.

The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element for such things as:

- the pupil's travel costs,
- the pupil's board and lodging costs,
- materials, books, instruments and other equipment,
- non-teaching staff costs,
- entrance fees to museum, castle, theatre, etc,
- insurance costs,
- the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

Any remissions arrangements for such activities will be at the discretion of the Governing Body, EXCEPT in the circumstances described below.

Materials and ingredients: a charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in advance a wish to own the finished product, e.g. in home economics or DT. Alternatively parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

Remissions

The costs involved in any remissions will be met by the school. Remissions may be given to parents / carers who are in receipt of free school m meals or who are classed as Pupil Premium. Remissions may also be given to parents / carers who are experiencing significant financial difficulties, but the child would benefit from taking part in the activity. All remissions are at the Head Teacher's discretion and are considered on an individual basis.

Voluntary Contributions

Nothing in this policy statement precludes the School Governing Body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any invitation.

Breakages and Damage to School Property

The School Governing Body reserves the right to seek financial reparation from parents where their children cause breakages or damage to school property.

Approved at F&GP Committee 20.05.26
Review Summer 2027