



## **Yeadon Westfield Infant School**

### **CHARGING AND REMISSIONS POLICY 2025**

Review 2026

*This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, governors and volunteers to share this commitment. This policy should be read in conjunction with all other school policies.*

#### **Aim**

The aim of this policy is to set out what charges will be levied for activities; what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

#### **Responsibilities**

The Governing Body of the school are responsible for determining the content of this policy and the Head teacher for implementation. Any determination with respect to individual parents will be considered jointly by the Head teacher and the Governing Body.

The Governing Body of the school recognize that legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- 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.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place 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.

- Supply teachers to cover for those teachers who are absent from school.
- Accompanying adults on a residential trip.
- Transporting registered pupils to and from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or Local Education Authority has arranged for pupils to be educated.
- Transport provided in connection with an educational trip.

Charges may be made for the following:

- Board and lodging on a residential visit (not to exceed the cost)
- The proportionate costs for an individual child of activities wholly or mainly outside of school hours ie optional extras
- Travel
- Materials and equipment
- Non-teaching staff costs
- Entrance fees
- Insurance costs
- Vocal and musical instrument tuition
- Any other education or transport fee unless charges are specifically prohibited.
- Breakages, replacements because of damages caused wilfully or negligently by pupils.
- Extra-curricular activities and school clubs
- Any extended school activity
- Loss of school property

## **Remission**

Children whose parents are in receipt of certain support payments would, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. We currently do not do any residential trips.

## **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following:

- Transport to and from educational visits
- Entry costs or workshop costs in museums etc
- Workshops/special events in school
- Extras (such as baking etc) in early years.
- Ingredients (for products to be taken home) for cooking.

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition, the following will be clear to parents.

- That the contribution is genuinely voluntary, and a parent is under no obligation to pay.
- That registered pupils at the school will not be treated differently according to whether their parents have made any contribution in response to the request.
- That no child will be excluded from the visit due to lack of payment, but we reserve the right to cancel any visit if insufficient funds are received.
- We offer a range of educational visits and other activities that add to the enjoyment and enrichment to the curriculum for our children but unfortunately school funding does not cover this expense.

The responsibility for determining the level of voluntary contribution is delegated to the headteacher.

### **School Meals**

The Governing Body will determine and publish annually the price to be charged for school meals. We only charge Nursery pupils for lunches as all other children in school are eligible for Universal Infant Free School Meals.