

Growing Together, Shining Forever

Church Aston Infant School



Charging and Remissions Policy

February 2026



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Date Document Created	Date approved by Governing Body	Date of next Policy Review
January 2013	3 February 2026	February 2027

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1. Chapter III (Sections 449 to 462) of The Education Act 1996 requires the Governing Body to:

“...determine and keep under review a policy with respect to the provision of, and the classes or descriptions of cases in which they propose to make charges for, any optional extra or board and lodging in respect of which charges are permitted by Section 455 ...”

2. The Governing Body have noted that the Education Act 1996 allows charges to be made in the following areas:

Optional extras	Activities not related to the National Curriculum or to prescribed public examinations or to fulfil duties relating to religious education taking place “out of school time.”
Individual instrumental tuition	Individual instrumental tuition not related to the National Curriculum or to prescribed public examinations.
Materials used in craft subjects	Subject to the parents having agreed in advance they wish to own the finished product.
Board and lodgings charges	At any time (“in school time” or “out of, or deemed out of school time”) for residential visits taking place or deemed to take place in “school time” only, full remission to those parents in receipt of: <ul style="list-style-type: none">• Income Support (IS).• Income Based Job Seekers Allowance (IBJSA) (Note: children who receive Income Support or Income Based Job Seekers Allowance in their own right are also entitled to receive remission).• Support under Part IV of the Immigration and Asylum Act 1999.• Child Tax Credit, providing that Working Tax Credit is not already received and the family's income (as assessed by His Majesty's Revenue and Customs) does not exceed the total stipulated by HMRC.• Guaranteed element of State Pension Credit.

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- An Income Related Employment and Support Allowance that was introduced on 27 October 2008.

Examination Entry Fees

Public examinations not prescribed in regulations.

Prescribed public exams where the pupil has not been prepared by the school.

Re-sits of prescribed exams where no further preparation has been provided by the school.

3. The Education Act 1996 does not debar voluntary contributions being made by parents.

The Governing Body would wish to try and ensure that the level of visits and activities established at the school continue but emphasise to parents that this can only happen with their full support, and that activities will either be substantially reduced or cease altogether if parents are not prepared to contribute voluntarily.

The Governing Body note that parents are not debarred from making voluntary contributions in any situation including those in receipt of the qualifying benefits set out in 2 above under "Board and Lodgings Charges" contributing towards the cost of board and lodging if they so wish.

The Governing Body also note that there are no restrictions to the level of voluntary contribution that can be made nor are there any restrictions as to the use to which contributions may be put.

4. The Governing Body notes that the Education Act 1996 prescribes:

- That no charges (other than for board and lodging costs as described in 2 above) may be levied for school activities taking place or deemed to take place "in school time."
- That voluntary contribution must be genuinely voluntary.
- That there is no obligation on parents to contribute and
- That pupils will not be treated differently according to whether or not their parents made a contribution

The Governing Body recognises participation in all trips and visits is voluntary and notwithstanding the charging requirements parents have the right, for whatever other reasons, to choose that their children do not participate.

5. The Charging and Remissions policy for Church Aston Infant School will, for the time being, be as follows:

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- (i) The Governors reserve the right to make charges where the law allows and as set out in 2 above.
- (ii) Individual instrumental and/or vocal tuition able to be accommodated at the wishes of parents will be on the understanding that parents meet the full costs involved.
- (iii) From time to time it may be possible for the costs of trips and activities to be subsidised either wholly or in part from private school funds. Parents will be informed when these occasions arise.
- (iv) The Governing Body notes that the Local Authority has provided funding for the remission of board and lodging costs for 'in school time' courses at the Local Authority's own Outdoor Education Centre at Arthog.

Should the Governing Body choose to hold 'in school time' residential visits at some other venue, remission of board and lodging costs will be provided by the school to those who are entitled and who claim.

- (v) The Governing Body has instructed the Head teacher to include in the schools disciplinary code that parents will be asked to meet or contribute towards the costs of damage to or loss of school property arising out of individual pupils' behaviour.

6. Lettings

Rates of payment are to cover heating and caretaking charges but the main aim is to offer a service to the community.

Please refer to the **Lettings Policy**

Use of the school building by external agencies will be charged as follows;

Charge for 1 room without heating	£12.50 per session
Charge for 1 room with heating	£17.00 per session
Additional rooms	£3.00 per session

Sessions

In this document Sessions are defined as;	9.00am – 12 noon
	1.30pm – 4.30pm
	6.00pm – 9.00pm

A School Lettings Application Form needs to be completed by the Hirer who will agree to the terms and Conditions before completing and signing the form.