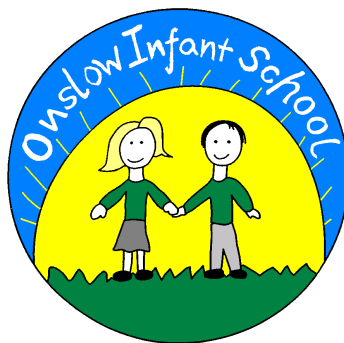




Onslow Infant School

Charging & Remission Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Policy Review

This Policy reviewed & adopted March 2026

The Policy will be reviewed in March 2029

By the Finance, Staffing & Premises Committee – Onslow Infant School Governing Board

Introduction

This document sets out the aims, principles, and strategies for charging parents at Onslow Infant School. It aligns Section J (Charging & Remissions) of Surrey County Councils Finance Manual and statutory requirements under the Education Act 1996. It is the Headteacher's responsibility to ensure compliance with this policy and that all statutory requirements are met.

The policy complements the school's equal opportunities, curriculum and learning and teaching policies.

Statement of Policy

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

Onslow Infant School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

Charging principals

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. Voluntary contributions may be sought for activities during the school day which entail additional costs.

1. Day Trips

- 1.1 Charges levied for day trips will represent the actual cost incurred of providing the trip including transport, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. No profit will be made. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents
- 1.2 Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.
- 1.3 If insufficient funding is received, the school reserves the right to cancel the trip.
- 1.4 Once a trip has been paid for, there will be no reimbursement for absentees on the day.
- 1.5 Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected. Parents who would qualify for support are those who meet the free school meal eligibility criteria. Any shortfall is to be met from the School Fund.

- 1.6 Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
- 1.7 Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

2. Experiences offered in School

- 2.1 Each phase is responsible for providing enhanced learning experiences within school.
- 2.2 The cost of providing these experiences is to be met by a voluntary contribution sought from parents of children within the phase who will benefit. The school will subsidise where possible from either the phase budget or school fund.
- 2.3 It is not expected that there will be any profit made.
- 2.4 The school reserves the right to cancel if insufficient funding is received.
- 2.5 No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay.
- 2.6 Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.
- 2.7 Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

3. Residential Trips

This is currently not applicable at Onslow Infant School.

4. Contribution to the School Fund

- 4.1 The school fund exists to enhance the learning experiences of the children at Onslow Infant School. It could be used to provide, for example, visits from theatre companies or curriculum related workshops. Any surplus school fund contributions may be used to offset against the cost of a day trip or experience offered in school as a whole or used to reduce or remit the charge for all participating children.
- 4.2 Parents are asked to make voluntary contributions to the School Fund, all pupils will be treated equally regardless of whether we receive contributions; the suggested contribution is increasing to £40 annually from September 2026 per child for the duration of their time at Onslow Infant School.
- 4.3 The school reserves the right to cancel if insufficient funding is received.
- 4.4 The school may charge for clubs run by school staff outside of normal school hours that are not part of the National Curriculum. Any charge made will be to cover materials, resources or staff charges and the overall cost will be divided by the number of pupils participating. No profit will be made.