



# CHARGING & REMISSIONS POLICY

Policy Ratified: Summer 2025

To be reviewed: Summer 2026

**STRATHMORE INFANT AND NURSERY SCHOOL**  
**CHARGING AND REMISSIONS POLICY including LETTINGS**

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**Introduction**

The Governing body believes that all our pupils should have an equal opportunity to benefit from school activities and visits, regardless of the parents' ability to pay. This policy is in line with the most recent advice issued by the Department for Education, October 2014. This policy is set out by the Governing body and implemented by the Headteacher and school staff.

**Purpose**

- To set out what charges will be made for activities
- Ascertain eligibility for full or partial remission of charges
- Take account of the circumstances under which voluntary contributions will be requested from parents.

**Voluntary Contributions**

From time to time the school will organise workshops or a school trip to enrich the curriculum and the children's educational experience. When a school outing or an extra activity (e.g. visit by a theatre group) takes place during the school day, parents may be asked to contribute towards the cost of that activity. As schools are not permitted to charge for many activities which take place during school time, we ask parents to make a voluntary contribution to the cost. We do, however, wish to ensure that no child misses a school activity because a parent is in financial difficulties, and parents are encouraged to discuss such a matter in confidence with the headteacher.

Such requests are only made if it is not possible to conduct these activities within the resources ordinarily available to the school. If the donations do not cover costs incurred, it may mean that the activity does not take place.

**School Resources and Materials**

School resources are issued free of charge, however, where a pupil or parent wishes to retain items produced as a result of food technology or creative activities, the school may make a charge towards the cost of the resources used.

**Music Tuition**

The school levies charges in respect of music tuition, in line with local authority charges and recommendations. Families in receipt of certain financial benefits may be entitled to a full

or partial remission of fees: such remission must be applied for and granted prior to the commencement of tuition.

#### **Activities Outside School Hours – External Providers**

For all activities outside school hours a charge up to the cost of the activity will be levied, usually by the external provider.

#### **Activities Outside School Hours – Teacher led**

The school is able to offer after-school or lunch-time clubs organised by individual members of staff who give up their free time to do so. No charge is made for these clubs, but a contribution towards materials, e.g. for cooking club or gardening club, may be requested.

#### **Activities Outside School Hours – external companies or non-teaching staff led**

The school is able to offer after-school clubs organised by external agencies or run by the non-teaching staff on a paid hourly rate. Prices for these clubs are published in the school on the website and fall within permitted activities for schools to charge for.

#### **Wraparound Provision**

Charges are levied for use of the school Breakfast Club, Nursery Lunch Club and after school provision – current rates are published on the school website. These fall within the permitted activities for schools to charge for.

#### **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide. This also applies to items belonging to a third party, where the cost has been recharged to the school.

#### **Other charges**

The Headteacher or Governing Board may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report. Charges are also made for use of school equipment, e.g. photocopier, where such use does not relate to school business.

#### **Remissions Policy**

The Headteacher or Governing Board may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher or Governing Board may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Where a pupil is unable to participate in activity due to illness, the school will endeavour to refund the cost of that activity, within the resources available.

#### **Pupil Premium Funding**

Where a pupil meets the criteria for pupil premium funding, the Headteacher may exercise discretion in funding appropriate activities to support and/or extend that pupil's learning.

### **Low Income Families**

Where parents or carers of a pupil are in receipt of income support or family credit, they are encouraged to approach the Headteacher for remission of charges, either in part or in full, or to defer payment. In the case of family hardship which makes it difficult for pupils to take part in activities for which a charge is made, a voluntary contribution is requested. All such instances are dealt with sensitively and in confidence between the Headteacher and the parents/carers.

### **Equality and Diversity**

Our school values the diversity of those making up its community, and is committed to meeting its public sector equality duties, both as an employer and service provider. Our policies, practices and procedures aim to embrace the varied needs, expectations and culture of all members of our community, to promote equality of opportunity and to eliminate discrimination. Please see our Equality Policy and action plan for further information.

### **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Governing Board.

Lettings are categorised as being either a commercial or community let. Commercial includes commercial businesses, profit making ventures and private functions. Community includes registered charities, Community Interest Companies (CIC) or community activities. The classification of any particular hire is at the discretion of the Headteacher.

Established lettings agreements are in place with groups and these will continue on existing terms. These agreements, including the charges made, are subject to annual review in the Spring Term each year, in line with the school's financial year. No charge will be made to the Friends of Strathmore School Association (FOSSA) for their events, but they must make a formal booking and ensure they conform to the other terms and conditions applied to hirers.

Subject to the completion of an appropriate risk assessment and subsequent approval of the Headteachers, hirers may apply to hold keys for the premises, relevant to the areas hired. This agreement may be withdrawn at any time in the interests of the school.

For further information on Lettings please see our *Lettings policy*.