



## Charging and Remissions Policy 2024-25



Name of School:	Hiltingbury Infant School
Name of Responsible Headteacher:	Mrs Phillippa Longman
Date approved by Governing Body:	September 2025
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# Hiltingbury Infant School Charging and Remissions Policy

## Policy Statement

At Hiltingbury Infant School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

## ***Principles***

- We make no charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost
- No child is excluded from any such activity on the basis of non-contribution
- Where there are not enough voluntary contributions to make an activity possible then it may be cancelled
- Support is available towards part or all the cost of activity where there are financial difficulties or the family is in receipt of one or more the following: Income Support; income-based Jobseeker's Allowance; income-related Employment and Support Allowance; support under Part VI of the Immigration and Asylum Act 1999; the guaranteed element of Pension Credit; Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190); Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit; Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- We may charge where it enables an increase or enriches non-statutory extra curricular provision at any time
- We support the development of all community groups use of school facilities through a flexible charging approach
- We offer minimum cost of facilities for non-profit making community activities
- We may raise income for school from local groups' use of facilities
- We offer care-taking services to users

## The Governing Body has determined:

- To charge the statutory maximum fee in respect of a request made under the Data Protection Act 1998
- To charge a fee not exceeding the cost of supply in respect of a request made under the Education (Pupil Information) Regulations 2000; and
- To charge a fee, in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000

## ***Key Responsibilities***

### **Finance Committee**

- will review and amend the charging policy on behalf of the governing body
- will review annually the charges for supplies and services will monitor whether actual income is in line with anticipated income

### **Head Teacher**

- will be responsible for drafting proposals for charges
- will provide reports for the finance committee

### **Administrative Officer**

- will provide effective financial administration enabling efficient budget management by the head teacher
- will manage the letting of school premises
- will maintain efficient and effective information systems

### **Site Manager**

- will manage the school premises during lettings and act as key holder

### **Users**

- will abide by the terms and conditions of the booking and hiring contract.

## ***Procedures***

### **1. Off site extra curricular activities**

A voluntary contribution not exceeding the actual cost will be requested.

### **2. On site activities**

#### **Curriculum Enriching Activities**

##### Music instrumental teaching

Class based music teaching will be provided free of charge. There are no paid instrumental opportunities until children reach KS2.

##### Extra curricular clubs

A charge may be levied for participation in extra curricular activities to meet the costs of materials and staffing as needed.

##### Before and After School Care

A charge will be levied in line with provision in the Junior School.

### **3. Letting of premises**

The annual charges are set on the basis of the county suggested rates and may include a partial subsidy from the school's community budget. The conditions of hiring and booking are laid down in the contract.

#### 4. Charges for services

Details of charges for photocopier, telephone and internet facilities are available from the school office. Subsidised rates are set for community users and non subsidised rates for non community users.

#### 5. Arrangements for part or full remissions of charges

The governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges on application to the head teacher. The finance committee will be informed in general terms of the total provided for each activity.

The governing body support the development of all community groups use of the school through a flexible charging approach. This may include offering reduced rates for up to one month in order to assist a new group and would be negotiated with the head teacher.

Signed:  \_\_\_\_\_

Phillippa Longman, Headteacher

Signed: \_\_\_\_\_

, FBR Chair