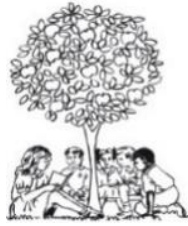


# The Orchard Infant School

## Charging and Remissions Policy



### Policy Summary

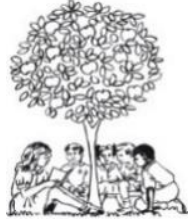
This policy sets out our school approach to charging and remissions, and is informed by local authority guidance.

Document Detail		
Document Type		
Document Name	<b>Charging and Remissions Policy 2024</b>	
Version	2	
Effective from	January 2024	
Review date due	January 2025	
Owner	The Orchard School	
Author	Sally Cary	
Approved by, date	18.1.24	
Superseded documents	<b>Charging and Remissions Policy 2023</b>	
Related documents		
Keywords		
Relevant external law, regulation, standards		
Supporting references		
Change History		
Date	Change details, since approval	Approved by

Charging and Remissions Policy 2024

Version: 2

Approved Date: January 2024



**The Orchard Vision:** *Inspiring Success*  
**Values:** *Determination, Courage, Respect and Kindness*

## **The Orchard Charging and Remissions Policy 2024**

### **Introduction**

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions, and is informed by local authority guidance. In doing this, our intention is to ensure transparency in setting charges and ensure all children are able to have full and free access to a broad and balanced curriculum.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

1 Admissions  
No charge will be made for admission.

2 School meals  
No charge will be made for pupils entitled to free school meals under pupil premium criteria.

As from 1st September 2014 all the pupils at the Orchard will be entitled to receive Universal Free School Meals for Infants.

3 Standardised Assessment Tasks  
No charge will be made.

4 Activities for pupils that take place during school hours  
(‘School hours’ are those when school is actually in session and do not include the break in the middle of the school day)

No charge will be made for activities provided during school hours when it is a necessary part of the curriculum.

No charge will be made for transport during school hours

Charging and Remissions Policy 2024

Version: 2

Approved Date: January 2024

No charge will be made to cover the cost of equipment, materials and ingredients. Costs are covered by the School Fund or in part through voluntary contributions, where the activity is not a necessary part of the curriculum

5 Activities for pupils that take place outside school hours (non-residential)

No charge will be made for an activity that takes place outside school hours when it is a necessary part of the curriculum.

6 Activities that take place partly during school hours either on or off site (non-residential).

Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 4.

7 Childcare

We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the governing body, and in accordance with any requirements set by the local authority where it is subsidising the provision. The exception being where a vulnerable child would benefit from this care, the Pupil Premium grant would then be utilised.

10 Damage to property and breakages

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher.

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.

11 Remissions and concessions

We will comply with legal requirements for remissions.

We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.

12 Voluntary contributions

We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging. When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by

the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Parents who would qualify for support are those who meet the free school meal eligibility criteria.

Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.

Last updated: January 2024