Holtsmere End Infant and Nursery School

Charging and Remissions Policy

Date: July 2025

Signed:

Nicola O'Connell – Headteacher

Jane Bisseker – Chair of Governors

Purpose
At Holtsmere End Infant and Nursery School we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Relationship to other school policies
The policy complements the school's equality policy, curriculum policy and the teaching and learning policy.

Charging
The governors wish to ensure that all children have access to all areas of the life of the school, regardless of the parents'/carers' ability to pay.
When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. If we do not receive sufficient voluntary contributions we may cancel the trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any other. Sometimes the school pays additional costs in order to support the visit. The cost of all adults supervising the children on school trips will be covered by the charge made to the children taking part in the trip.

Voluntary Contributions
The school may seek voluntary contributions for activities falling outside those described where charges may be made. This may be costs for:
• any activity which takes place during school hours;
• school equipment;
• school funds generally.

Parents will be informed when requesting contributions that the following apply:
• such contributions are voluntary
• pupils will not be treated differently according to whether parents have made a contribution
• an activity will not take place if there are insufficient contributions received to cover the costs to the school.

Remissions
Pupils whose parents/carers receive benefit may be entitled to remission of charges.

Pupils in receipt of the Pupil Premium Grant will receive have their trips paid as part of their grant.
The Buildings and Finance Committee of the Governing Body will consider sympathetically cases of genuine need seeking help with these charges and will endeavour to remit those they feel are necessary from the school's budget or an alternative source. Any discussions with parents, or decisions made, will be confidential.

Arrangements for monitoring and evaluation
The Buildings and Finance Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

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