ROKESLY INFANTS SCHOOL

Charging and Remissions Policy

Ratified: July 2025

Review Date: July 2027

Ethos

We believe that all pupils should 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. In formulating this policy it underscores our intention to ensure transparency in setting charges and to ensure that all children are able to access the provision on offer.

Voluntary contributions for activities as part of the Curriculum

When organising school trips, visits, performances or workshop activities which enrich the curriculum and the educational experience, the school may invite parents to contribute to the cost of the activity. All contributions are voluntary, although it may be the case that some activities may be unable to go ahead without a sufficient level of contribution. Provided that the activity is able to go ahead, no child will be excluded from activities funded by voluntary contributions on the grounds that their parent/carer is unwilling or unable to contribute.

If appropriate and if funds allow, either the school or Rokesly Infant and Junior Schools Joint Parents' Association (PSA) may pay a proportion of the costs in order to support a visit.

The school from time to time also seeks grants from charitable organisations to help to pay for activities.

School Meals

All pupils in Reception and KS1 are entitled to a free school meal.

In line with this entitlement, the school provides children with a packed lunch when they are out of school on a trip or visit.

Optional Extra Activities

Optional extra activities are ones that take place wholly or mainly outside school hours. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Where a charge is made, the total collected will not exceed the cost of providing the activity and all children who wish to participate will be expected to pay the appropriate per capita charge. For those parents/carers who cannot afford to pay for optional extra activities, parents/carers will be encouraged to speak to the Head teacher in order to establish whether funding arrangements are available to support any optional extra activity.

Activities not run by the school or the LA

When an organisation is acting independently of the school or Local Authority and arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents.

Lost school equipment

Parents may be requested to replace school equipment, books etc which have been lost by their child.

Breakages

The school may seek to recover any costs incurred due to wilful damage or for breakage of property belonging to a third party by a pupil where the school has been charged.

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 Finance Committee/ GB and further information on lettings is detailed in the school's lettings policy.

Review and amendments

This policy will be reviewed every two years by the GB Finance Committee who may, from time to time recommend amendments to the categories for which a charge may be made, this will be brought to the full Governing Body for ratification. However, the Governing Body reserve the right to review the Charging and Remissions Policy as necessary.