



## Witley C. of E. Infant School

*Learn, love and flourish together*

# Charging and Remissions Policy

| Status of document   |                |
|----------------------|----------------|
| Document type        | Statutory      |
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| Reviewed by          | Headteacher    |
| Date next review     | June 2026      |
| Review cycle         | Annual         |
| Available on website | Yes            |
| Approval level       | Governing Body |

### Overview

Witley C of E Infant School aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

### Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

## **Roles and responsibilities**

### **The Governing Body**

The Governing Body has overall responsibility for approving the charging and remissions policy.

The Headteacher has overall responsibility for monitoring the implementation of this policy.

### **The Headteacher**

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### **Staff**

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

### **Parents/Carers**

Parents/carers are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

## **Voluntary contributions**

School trips and visits are organised by the school to enrich the curriculum and the educational experience of the children, but as they are not funded centrally the school invites parents to contribute to the cost.

Witley C of E Infant School is able to ask for voluntary contributions from parents to fund these activities which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include:

School trips, theatre visits to the school, external visitors invited to enhance our curriculum.

**There is no obligation for parents to make any contribution and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.** If the school is unable to raise enough funds for an activity or visit then it may be cancelled.

### **Remissions**

There are no circumstances in which a mandatory charge is made and therefore no circumstances in which there is a remission.

## **Monitoring arrangements**

The Headteacher monitors charges and remissions, and ensures these comply with this policy.