

Petersfield Infant School

Board of Governors



Charging & Remissions Policy

Name of School	Petersfield Infant School
Date of Policy Review	October 2026
Date of Next Review	October 2027
Name of Headteacher	Mrs Crissy Hodgkinson

Petersfield Infant School Board of Governors

Charging and Remissions Policy

Administration Record

Date	Modification	Approved
17/12/24	New Policy	In draft / awaiting approval
30/1/25		Governor Body Approval Received
16/12/25	Policy Reviewed	In draft / awaiting approval
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Petersfield Infant School



Charging and Remissions Policy

Contents		
	Statement	4
	School Meals	4
	Charges	4
	Charges for Damages	5
	Charges for Administration	5
	Activities for Children That Take Place Outside School Hours (non-residential)	5
	Freedom of Information	5

Charging and Remissions Policy

Statement

Petersfield Infant School believes that all our children should have an equal opportunity to benefit from school activities and visits which support and enrich the National Curriculum, independent of their Parents / Carers financial means.

This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The Governors recognise that these activities may require funding beyond that which is available from the annual budget allocation. The Petersfield Infant School Association (PISA) is a fundraising organisation and is able to bear some of the costs but there will also be occasions when direct donations from the parents will be invited.

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

School Meals

With the introduction of Universal Free School Meals no charge will be made for children who have a school meal.

Charges

When organising school trips, visits or activities to enrich the curriculum and the educational experience of the children, Petersfield Infant School invites all families to contribute to the cost.

- All contributions are voluntary
- The voluntary contribution will not exceed the actual cost (to the nearest 10p)
- If we do not receive sufficient voluntary contributions, we may cancel the trip. In this case, all Parental / Carer contributions received will be refunded in full
- If a trip goes ahead, it may include children whose Parents / Carers have not paid any contribution. These children are treated no differently from other children. A voluntary contribution may be requested on occasions when enhanced curricular activities are planned which involve buying in specialists i.e the cost of theatre groups, puppet theatres, musical performances. These costs may be met by the school, PISA and by voluntary contributions from Parents / Carers

If a Parent or Carer wishes their child to take part in an educational school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

- Sometimes the school pays additional costs in order to support the visit
- Parents have a right to know how each trip is funded
- The school will provide this information on request

Children in Year 2 who wish to learn to play the recorder will be expected to pay for their own recorder and book.

Dawn to Dusk Wraparound Care

Charges are made for all children attending Dawn to Dusk Club. Pricing information is displayed on the school website as well as in the Wrap Around Care Procedure.

Parents and Carers are asked to book and pay in advance for all Dawn to Dusk sessions, using the Arbor Portal.

Parents and Carers can amend, or cancel their sessions, via the school, up until the day before their booking. After this, charges will apply if their child does not attend the booked session.

Charges for Damages

Parents and Carers will be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children. Parents and Carers will be asked for reimbursement or replacement for lost library books and Little Wandle books.

Charges for Administration

Charges for administration may be made for the reproduction of documentation or for the countersigning of official documents

Activities for Children 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

Freedom of Information

The Freedom of Information Act, 2000 which took full effect on 1 January 2005, establishes a general right of access to information held by schools. Any information sought by parents or outside agencies under the Freedom of Information Act 2000 will be charged at the discretion of the Headteacher.