

Charging and Remissions Policy

February 2026

Prepared by: Acting Headteacher

Last Reviewed: January 2025

Approved by: Finance Committee, March 2026

Next Review due by: February 2027

1.Aims

Feltham Hill Infant & Nursery School is committed to providing an inclusive, enriching curriculum in which all pupils can participate fully. No child will be excluded from educational opportunities due to financial hardship.

This policy sets out the circumstances in which the school may make a charge, request voluntary contributions, and provide remission.

2.Statutory Framework

Charging in maintained schools is governed by Sections 449–462 of the Education Act 1996. The Governing Body is required to determine and review a charging and remissions policy.

Education provided during school hours is free of charge. Charges will only be made where permitted by legislation and detailed within this policy. Where voluntary contributions are requested, parents are under no obligation to pay and no pupil will be excluded if contributions are not received. However, where insufficient contributions are secured, an activity may be cancelled.

This policy is reviewed annually.

3.Governance and Responsibilities

The Governing Body has overall responsibility for this policy.

The Headteacher, supported by the School Business Manager, ensures that charges do not exceed the actual cost of provision, that no profit is generated, and that remission arrangements are applied fairly and discreetly.

4.Charges Made by the School

The school may charge for extended and optional provision including wraparound childcare, after-school clubs, branded uniform items, and replacement equipment such as book bags or reading books.

Payments are made through ParentPay unless otherwise stated.

5.After School Clubs

A programme of after-school clubs is offered primarily to Year 1 and Year 2 pupils. Charges are calculated to cover staffing and resource costs only and will be reviewed each term. Clubs will only run where participation levels meet the cost of provision.

Pupils eligible for Pupil Premium may access one free club per academic year, funded through the Pupil Premium Grant. Families experiencing financial hardship are encouraged to contact the Headteacher or School Business Manager in confidence.

6.Wraparound Childcare

The school provides breakfast provision (7:30am–8:45am) and after-school provision (3:30pm–5:50pm), including an optional early collection session.

Tax-Free Childcare accounts are accepted for eligible families. All bookings and payments are made via ParentPay and are subject to the school's published terms and conditions.

7.Nursery Funding (15 and 30 Hours)

The school offers the universal 15-hour entitlement and the extended 30-hour entitlement for eligible working parents. No supplementary charges are made for funded hours. Parents may purchase additional time beyond funded provision, for example extending the day until 3:30pm.

Eligibility codes must be reconfirmed in line with government requirements. Where eligibility ceases, provision reverts to the universal entitlement.

8.Enrichment and Educational Visits

The school is committed to a structured enrichment programme across each pupil's time at Feltham Hill. An agreed enrichment budget supports workshops, special curriculum days and visiting speakers.

Educational visits are planned annually for each year group. Costs may include transport, entrance fees and insurance. These may be subsidised through the enrichment budget. Where appropriate, voluntary contributions may be requested. No pupil will be excluded if a contribution is not made, although a visit may be cancelled if insufficient funding is received.

Remission support is available, particularly for pupils eligible for Pupil Premium or where families are experiencing financial hardship. Requests are handled sensitively and confidentially.

9.Uniform and Equipment

All pupils are expected to wear school uniform, most of which can be purchased from local retailers. A branded sweatshirt is available for purchase through the school office.

Reception pupils receive one complimentary book bag. Replacement items, including lost reading books, may incur a charge. Parents are responsible for providing appropriate PE kit in line with health and safety guidance.

10.Milk

Milk is available through Cool Milk. Children under five receive free milk, which ceases following their fifth birthday.

11.Where Charges Cannot Be Made

The school does not charge for admission applications, curriculum education delivered during school hours, essential books or materials required for teaching, or transport where the local authority has a statutory duty.

12.Remissions

The school will consider full or partial remission of charges where appropriate, particularly for families in receipt of Pupil Premium funding or experiencing financial hardship. The school is committed to ensuring equality of access and protecting pupil dignity at all times.