

Watford Field School Infant & Nursery



*Being Kind, Confident Minds,
Ready for Life Long Learning*

Charging and Remission Policy September 2025

Next Review Date: Sept 2026

Introduction

Watford Field School (Infant & Nursery) is a maintained school. We value each child as an individual and encourage and support all children in their spiritual, moral, social and cultural development to develop lifelong skills and qualities. We aim to ensure that all children have the opportunity to be successful learners who achieve and aspire to do their best.

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'/carers' 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.

Roles and Responsibilities of the Headteacher, Staff and Governors

The Headteacher, staff and Governors will ensure the following applies:

1) No charges will be made for

- Education provided during school hours (including the supply of any materials, books or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, or part of the school's basic curriculum for religious education

2) Activities for which charges will be made

Non-residential activities which take place outside school hours, but only if the majority of time spent on that activity takes place outside school hours.

3) Voluntary Contributions

Legislation does not prevent the school from asking parents for a voluntary contribution towards the cost of a given activity or visit. This contribution, however, must be optional and with prior parental/carer agreement.

Parents/carers are asked therefore to contribute voluntarily towards the cost for:

- Educational visits to museums, theatres and other sites of interest which support the children's learning
- Visits by authors, poets, environmentalists, puppeteers, theatre groups and other experts who come into school to extend the children's knowledge and experience.
- Contributions towards cooking, items of stationery for individual use and other consumables.

School outings and day trips therefore only operate if parents provide the voluntary contribution suggested by the school.

If only some were to do this and it was considered that insufficient funds were available to make the proposal activity viable, then in the interest of fairness amongst all the children the school outing or day trip may be cancelled.

The school looks forward to the support, understanding and generosity of parents.

This standard paragraph is included in all letters to parents regarding school outings where voluntary contributions are applicable.

It is necessary for voluntary contributions for this visit to take place. There is no obligation to contribute but it will be necessary to have substantial voluntary contributions in order that the trip may take place. However, if we do not have sufficient voluntary contributions in fairness to all, the visit will not go ahead for any of the children.

Charges

The Governing Body reserves the right to authorise a charge in the following circumstances for activities organised by the school.

Charges may be made for some activities that are known as 'optional extras'. In the event of optional extra activities being provided, a charge can be made for providing materials, books or equipment. Optional extras are:

Extended day services offered to pupils:

- Breakfast Club
- After School Clubs
- Nursery Lunch Club
- Friday afternoon Nursery provision

In calculating the cost of the optional extras an amount may be included in relation to:

- Any materials, books or equipment provided in connection with the optional extra;
- The cost of buildings;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, including teachers engaged specifically to provide the optional extra;

Charging in Kind

The Governing Body may charge for ingredients and materials or require them to be provided, if parents have indicated in advance that they wish to own the finished product.

The Governing Body will charge for the cost of repair and/or replacement of items wilfully damaged or loaned and subsequently damaged or lost. The cost of the repair or replacement will be set by the Headteacher but there will be a minimum charge of £5.

Remission

The school will aim to provide assistance for children from families in financial need and parents are advised to contact the Headteacher in confidence.

Refunds

It is the schools policy to refund surplus amounts made on any particular activity, if that amount exceeds £1 per child. Amounts less than this will be absorbed within the schools funds for related expenditure.

Milk

Parents are responsible for ordering their child's milk directly with Cool Milk. Payments are taken online on the Cool Milk website and are between parents and Cool Milk. The school is not involved in any payments or refunds and any queries should be taken up with Cool Milk directly.

Cost of School Meals

The Children and Families Act 2014 places a legal duty on all state-funded schools in England to offer a free school lunch to all pupils in Reception, Year 1 and Year 2 from 2014. Therefore school meals are free of charge for children in Reception and KS1.