

# **Hindley J and I School**



## **Charging & Remissions Policy**

**January 2026**

**Review date: January 2027**

**Miss A McKeever (Headteacher)**

**Mr G Doubleday (Chair of Governor)**

## **Statement of Intent**

At Hindley J & I we recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards our pupils' education. We are committed to ensuring equal opportunities for all pupils.

We aim to promote and provide such activities as part of our wider curriculum for the pupils of our school regardless of financial circumstances.

We believe in the highest quality of provision for our pupils and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved.

In addition, we are committed to adhering to legal requirements regarding charging for school activities and meeting all statutory guidance provided by the DfE.

This policy describes how we will do our best to ensure a good range of visits and activities is offered at Hindley J & I School (in line with our Hindley Junior and Infant School Experience Promise), and at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## **Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. We may ask for voluntary contributions, and if not enough money is raised, certain trips/visits may have to be cancelled as a last resort.

## **Provision of Education**

All education provided during school hours is free to a pupil who is a registered pupil at the school.

## **Admission Applications**

No charge shall be made in respect of admission to the school.

## **Educational Resources**

In accordance with the Education Reform Act of 1988 and in accordance with sections 449-462 of the Education Act 1996, no charges are made for any books, materials, equipment or apparatus used by pupils during school hours. We may consider applying the charging policy, however in line with Section 457 of the Education Act 1996 which allows charges to be made for any materials, equipment and other artefacts made in school and taken home as the parents wish their child to own them.

## **School Meals**

A daily charge is made for school meals which should be paid in advance on a weekly or monthly basis. Parents in receipt of certain benefits may be eligible to claim Free School Meals for their child. Further details are available from the benefits office; school can help parents to identify whether they are entitled to free school meals via the FSM Checking Service. Wigan Council informs the school directly to confirm eligibility for Free School Meals.

### **Swimming**

No charge is made for swimming lessons as this is part of the National Curriculum. Our children can walk to Hindley Swimming Baths so we do not need to pay for transport.

### **Wrap around Care**

Breakfast and after school club facility is offered by a private provider, ATC Superheroes' on our school site. This is for Hindley junior and Infant School pupils only. Children pay for the service directly to ATC Superheroes.

### **After School Clubs**

If the club is provided by school staff or Wigan Warriors, there is no charge made for after school clubs. If the club is run by an external provider, the charge will be made clear before the club commences. The charge is dependent on the provider. If payment is outstanding from previous clubs, we withdraw the opportunity to join a future club until the debt is paid.

### **Replacement Books**

If a school reading or library book is lost or damaged, a small charge (£3) will be made to contribute towards the cost of a replacement.

### **Music Lessons**

A charge is made to cover individual or small group music lessons. This charge is paid via school to Wigan Music Service and no profit is made.

### **Tickets**

Throughout the year we hold various events which we sell tickets for e.g. Halloween Disco, film nights etc. After all the supplies have been purchased the remaining profit is paid into our Voluntary School Fund which pays for visits and events throughout the year which we hold in school without charge to our parents e.g. pantomime, themed week visitors etc.

We do not charge for tickets for our Christmas Productions as we do not purchase the performer licence.

### **Community Facilities**

The school can charge for the provision of facilities that can be used by the local community such as Brownies, Summer Sports Camps.

### **Voluntary Contributions**

School trips, visits and activities enhance our pupils' learning and broaden their knowledge and experience. The school invites parents and carers to contribute towards the cost of the trip which are calculated by totalling up the whole costs of the visit including transport and dividing by how many pupils are in the class, regardless of whether they are eligible for Pupil Premium or not. All contributions are voluntary and will not exceed the total cost of the visit. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution.

If insufficient contributions are received, it may be necessary to cancel a trip if the cost to school becomes prohibitive and this is detailed on the initial trip letter sent out to all parents/carers (this will be a last resort).

The opportunity to pay in instalments will be offered to parents/carers who wish to pay this way.

School staff aim to reduce the costs to our parents and carers wherever possible. They are especially mindful when booking visits of the cost implications and choose free or low cost trips to enhance their learning.

Our annual residential for Year Six provides our children with excellent opportunities, and we review the costs for our parents and carers each year to ensure they receive good value for money. The option to pay in instalments is made known to our parents before they book and we always include a suggested payment schedule so our parents can budget accordingly.

### **Exception on a Payment**

No individual pupil will be excluded from an activity or trip (excluding residential trips) during school time because his or her parents/carers cannot or will not make a voluntary contribution.

### **Remissions**

There is limited funding available to enable families in financial difficulty to send their children on visits/activities. There is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

Income Support

Income Based Jobseekers Allowance

income related Employment and Support Allowance

Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year

The guarantee element of State Pension Credit

To request assistance, parents should contact the school.

Parents/carers of pupils eligible for pupil premium funding, or those experiencing financial hardship may be eligible for a longer period of instalments to enable their child to access the activity which can be arranged, in confidence, with the school office.

## **School Trip Refunds**

### **All initial deposits for school trips will be non-refundable.**

Parents will be informed of this when they are provided with initial information about the trip.

If the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. If a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

If a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will consider the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school will have the right to refuse to allow the pupil to attend future trips and visits.

If a pupil cannot attend a trip at the last minute, e.g., due to illness, it will be at the school's discretion as to whether a refund is given. The school will consider whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

If a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

If the decision is made to postpone a trip due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally. If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

## **Review and Monitoring**

This policy will be reviewed annually to take account of changes in statutory regulations and guidance.