

	<b>Fetcham Village Infant School</b>	<b>Committee Responsible:</b>	Resources
		<b>Approved by Governors:</b>	June 2023
		<b>Next Review Date:</b>	Summer 2024

## **CHARGING AND REMISSIONS POLICY - STATUTORY**

### **Statement of Policy**

Fetcham Village Infant School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

### **Day Trips**

- Charges levied for day trips will represent the actual cost of providing the trip. No profit will be made.
- Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.
- Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip and refund all payments made.
- Once a trip has been paid for, there will be no reimbursement for absentees on the day.
- Where sponsorship or donations have been received towards the cost of the trip, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who are unable to contribute because of financial hardship.
- Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

### **Experiences offered in School**

- Each phase is responsible for providing enhanced learning experiences within school.
- The cost of providing these experiences is to be met by a voluntary contribution sought from parents of children who will benefit.
- Charges levied will represent the actual cost. No profit will be made.
- Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received.
- No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay.
- Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.
- Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

### **Remissions**

In circumstances of financial hardship which make it difficult for parents to contribute for an activity or school trip the Governing Body invites parents to apply in confidence to the Head teacher for the remission of charges in part or in full. The Governing Body authorises the Head teacher to remit any charges as they feel appropriate.

### **Contribution to the School Fund**

- The school fund exists to enhance the learning experiences of the children at Fetcham Village Infant School. It could be used to provide, for example, visits from theatre companies or curriculum related workshops.
- Contributions to the fund are made from sponsored events and commission from organisations using the school, e.g. the school photographer.
- If an activity cannot be funded without voluntary contributions it will be cancelled.

### **Approvals**

<i>Mrs Cath Garel</i> <b>Chair of Governors</b>
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<i>Mrs Christine Shuman</i> <b>Head teacher</b>
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