Speedwell Infant School

Charging and Remissions Policy

All schools are required to have a policy towards Charging and Remission for activities that take place in and out of school hours. Speedwell Infant School operates the following policy:

- Where activities take place during school session time, parents / carers will be invited to make voluntary contributions towards the total cost. Such activities would include class outings, day visits and baking. A pupil will not be barred from taking part in the activity because the parents / carers cannot / will not contribute. The activity may not take place if sufficient voluntary contributions have not been received to cover the cost. 'School hours' are those when the School is actually in session and do not include the break in the middle of the day
- For any activity that takes place outside school session time charges will be levied as appropriate
- Voluntary contributions may be sought from time to time to cover miscellaneous expenses to permit the provision of activities, which might not otherwise be possible for example visiting actors or performers
- All parents / carers will receive a summary of School charges in the School Prospectus /newsletter at beginning of year
- Parents / carers will be informed of the decision to ask for contributions at the planning stage of activities.
- No charges will be made which exceed the actual cost
- When parents / carers accompany pupils on an out of School activity, they may be invited to make a contribution towards the cost of transport and/or the activity.
- Extra Curricular and School Clubs and activities provided by third parties will be chargeable

School Charges For Pupils and Arrangements for Payment

Activity	**Cost**	**When**	**Notice Given**
Baking	£0.50	Ongoing	At admission
Visiting performers	£1.00	1 or 2 per year	2 weeks minimum
Local trips	£5 to £12	1 or 2 per year	3 weeks minimum

Remissions:

In order to remove financial barriers from disadvantaged pupils, the governors have agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

Review Procedures

This statement will be reviewed on an annual basis by the Governing Body's Premises Committee and will be adjusted in line with any subsequent guideline from the DfE or LA.