

Polesden Lacey Infant School



Charging and Remissions Policy

Status	Statutory
Review Cycle	Three Yearly
Date written/last review	September 2020
Date of next review	September 2023

Signed

Headteacher

Signed.....

Chair of Governors

Introduction

1.1 All education during school hours is free. There is no charge for any activity undertaken as part of the National Curriculum.

Voluntary contributions and School Fund (please see separate School Fund policy)

2.1 When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. Where a parent feels they are unable to meet the full cost, they should contact the Headteacher in confidence to agree a contribution. The school can provide information on how each trip is funded upon request.

2.2 The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums and day trips off site;
- outdoor activities;
- visits to the theatre;
- Visits to places of worship;
- in school events, such as Arts week, technology week;

Music tuition

3.1 All children study music as part of the normal school curriculum. We do not charge for this.

3.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum.

Extra-curricular clubs

4.1 The school offers additional clubs after school, a small number of these clubs are run by Polesden Lacey Infant School staff and the rest are run by external companies. The school reserves the right to charge for internally run clubs to cover the cost of school staff or outside coaches or the provision of materials and energy costs. External club providers reserve the right to charge for spaces within their clubs. Parents who are unable to pay a charge for a school run club should approach the Headteacher and consideration will be given to their request. The school is unable to pay parents to run clubs unless they are a registered company and can invoice the school.

4.2 In the instance that a club has to be cancelled the responsibility for refunding is down to the club provider. Polesden Lacey Infant School may offer refunds for the clubs that it runs in

force majeure instances. The decision to refund for other clubs will be at the discretion of club provider.

4.3 If a pupil starts a school run club and then decides not to continue for the time signed up for, the school reserves the right to retain all monies paid.

Childcare

5.1 Parents/carers will be responsible for meeting full costs of childcare provided by our Breakfast club or Puffin Club. Parents/carers may be eligible for financial support towards childcare costs eg childcare tax credits/childcare vouchers, but it is the parents' responsibility to investigate and apply for these. Currently this is only available for use with Puffin Club.

Loss of/damage to School Property

6.1 Parents/carers may be asked to meet the costs of repair/replacement of school property lost or damaged as a result of a pupil's misbehaviour.

Residential trips

7.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge of costs related to education.

The school reserves the right to charge for travel, board and lodgings for residential trips deemed to take place during school term time, or mainly school term time. Where a parent feels they are unable to meet the full cost, they should contact the Headteacher in confidence to agree a contribution. There is no charge for the curriculum costs incurred during residential trips.

References for Independent Schools

8.1 The school will charge £25 per reference. All payments must be paid via Bank Transfer and the request will only be fulfilled once payment has been received. This money is put into the school fund which is used to support teaching and learning across the school.

Passport Forms

9.1 The school charges £25 to countersign a Passport Form. All payments must be paid via Bank Transfer and the request will only be fulfilled once payment has been received. This money is put into the school fund which is used to support teaching and learning across the school.

Debt Recovery

10.1 The school will take all reasonable measures to collect debts. A debt will only be written off after all measures, commensurate with the size and nature of the debt, have been taken to recover it. We may seek advice from the legal team within the local authority as regards debts.