

Tuel Lane Infant School  
Policy for charging and remissions  
January 2016

We want to make sure our curriculum offer real life experiences and opportunities to all our pupils. The school organises a wide and varied range of educational visits, visitors and some after school clubs e.g. dance / football, many of which are free. The school does ask for voluntary contributions for some visits, visitors and events.

**Voluntary Contributions:**

There is no set limit to the level of voluntary contribution that may be asked for or any restriction on the way in which it is used. Voluntary contributions therefore can be used to subsidise parents of pupils who are unwilling or unable to pay the charges made. Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

**Educational Visits and Visitors**

The School pays for educational visits and visitors during school hours through

- Voluntary contributions from parents and carers
- Use of the pupil premium fund from the school budget
- School Fund subsidy where applicable
- 

**The cost of an educational visit or visitor is made up of**

- Entry or booking fees
- Professional fees
- Travel costs i.e. cost of train tickets, coach hire etc
- Specialist instruction and equipment used in particular activities

The School will publish school trip dates/ events in regular newsletters and usually give a minimum of at least 2 weeks notice for any trip or visit.

Parents and carers may pay in instalments for all visits and visitors. The school may fund raise to subsidise the cost of trips.

Where pupils have parents who are in receipt of Income Support and qualify for Free School Meals the cost of the visit or visitor may be paid for directly by the school using the Pupil Premium fund at the discretion of the headteacher. All pupils are allowed to experience the visits and visitors regardless of payment but if the school does not receive sufficient voluntary contributions then the event may be cancelled. All information relating to payment method is confidential. Parents are welcome to discuss any concerns with the Head teacher.

**Damage/Loss to Property**

A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head teacher may decide.

**Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the governing body has 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. This will usually be to pupils in receipt of Free School Meals and therefore Pupil Premium and is at the discretion of the headteacher.

Any appeals against this policy will be through the governor's complaints procedure. Reviewed annually by the Finance Committee of the Governing Body.