



Chellaston Infant School
School Lane, Chellaston
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CHARGING AND REMISSIONS POLICY

Finance Committee

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1. Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. The Governors and staff of this school believe that ideally no child should miss an opportunity to share in any of the learning experiences, which we provide because of lack of funding.

2. Voluntary Contributions

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, it may be necessary to either subsidise or 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.

2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we aim to allow the child to participate fully in the trip or activity. Sometimes the school pays the additional costs in order to support the visit.

2.3 In the event of a reduction in the charge of a trip or visit after voluntary contributions have been received by the school, parents will be reimbursed the overcharge where this is greater than 10% of the total visit cost

2.4 The following is a list of additional activities organized by the school, where a request for voluntary contributions from parents is made. These activities are known as 'optional extras'.

This list is not exhaustive:

- Visits to museums,
- Sporting activities which require transport expenses,
- Outdoor adventure activities,
- Visits to the theatre,
- Educational visits,
- Visiting theatre groups, poets, artists musicians, etc

3. After School Clubs

The school offers various after school clubs and activities, where these are independently run and organised a fee is payable for the sessions.

4. School Lettings

Parts of the school are available for letting as per the terms of the letting agreement. The school has adopted the letting charges as defined by the local authority. A reduced community group rate may be charged dependant upon the classification of the letting group and the activity. For more information please refer to the Lettings Policy.

5. Charging Principles

- Parents have a right to know how each trip is funded. The school will provide this information on request.
- The total cost of the trip or visit includes all reasonable costs required to ensure that the trip is both financially viable and can operate safely. Such costs could include additional teaching and/or support staff. Volunteer, teacher or support staff's travel costs where they are required to support the visit.
- Any disabled child should not be financially disadvantaged in respect of a school trip or visit. Any additional costs should be funded from the main school budget and not be attributable to the individual trip/visit.

6. Cancellation Charges

Whenever parents are asked to make a voluntary contribution to school trips or visits, the contribution may be non-refundable if the child is unable to attend the activity. This will always be made clear to parents when requesting the contribution. Non-refundable contributions will apply when the school has to pay costs in advance of the trip or visit, such as pre-paid tickets or pre-booked transport. When new community lettings are agreed, cancellation charges will be agreed with the community groups and written into the letting agreement.

7. Equal Opportunity

Refer to the school's Equality and Inclusion Scheme.

8. Miscellaneous

Further information regarding the law and charges for school activities is available on the Government website – Charging for School Activities.