

# **CRESWELL C.E. INFANT AND NURSERY SCHOOL**

## **CHARGING AND REMISSIONS POLICY**

### Introduction

The following procedure applies for various activities where a voluntary contribution may be sought, if the activity takes place wholly or mainly within school hours (e.g. educational visits, specialist visitors/experts, etc.):

- When organising school trips or visits a teacher will approach the governors and invite the school to contribute to all or part of that particular educational trip. The governors will decide whether to contribute to the trip based on its enrichment of the curriculum and additional educational experiences.
- Parents are invited to make voluntary contributions.
- Parents are advised there is no obligation to contribute and that no child will be treated any differently according to whether their parents have made any contributions.
- Parents are advised of the average contribution required for the activity to take place and advised that if insufficient funds are raised, the activity may not go ahead.
- Parents are at liberty to decline a place for their child on such activities if they so wish.

Activities outside school hours (such as afterschool clubs) but not within the National Curriculum:

- Parents meet full cost.

Ingredients/materials for practical subjects:

- Parents are encouraged to provide a monetary contribution for practical subjects, but no child will be disadvantaged because of parents' inability/reluctance to pay. Where necessary costs will be met from the school's budget.

Lost or damaged school equipment, books, etc.:

- Parents are expected to pay for damaged or lost items of school property.

Breakage and/or damage to school buildings, furniture or property:

- Parents to be made aware that wilful damage to school buildings or property will be charged to parents by the school.

Private photocopying, laminating and use of the telephone ☒

- A4 photocopies are charged at 5p and A3 photocopies are charged at 10p per copy.
- Colour photocopies are charged at 15p for A4 and 20p for A3
- Laminating is charged at 15p for A4, 30p for A3.
- Charges for use of telephone by members of staff:  
Staff member to record, name, date and number telephoned in telephone book held in school office. This will be checked against telephone bill and charged accordingly.

Charging and Remissions Policy Nov 2017

Chair signature..... Date.....  
Minute no.....