



Newdigate C of E (Endowed) Infant School

## Charging and Remissions Policy

Agreed by Governors: 7<sup>th</sup> October 2020

Review Date: 8<sup>th</sup> October 2022



*In God's hands we learn and grow*

Newdigate Infant school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

<http://www.newdigate.surrey.sch.uk/>

## **CHARGING AND REMISSIONS POLICY**

### **1 AIMS**

The Governing Body recognises the valuable contribution that a wide range of additional educational activities can make towards pupils' personal and social education. The Governing Body aims to provide and promote such activities both as part of a broad and balanced curriculum for the pupils of the school, and as additional optional activities.

The content of this document represents the information required by section 110 of the Education Reform Act 1988, and follows the Surrey County Council Charging and Remissions Policy for School Activities Provided or Arranged by the Authority.

### **2 CHARGING**

2.1 The costs of visits or on-site activities are to be met by voluntary parental contributions when they take place during school hours and any surplus will be used for the benefit of the children's lessons.

2.2 Activities taking place outside school hours (optional extras) will be charged in full. Costs for each participating child will cover travel, materials, entrance fees, insurance, teaching and non-teaching staff employed to provide the activity, and the essential expenses of parents acting in a supervisory role who may be needed to ensure an adequate adult/child ratio.

2.3 Parents have the right to withdraw their voluntary contribution before (but not after) the booking has been made.

### **3 Remissions**

3.1 If any parent does not wish or is unable to contribute to the cost of an activity (as in 2.1) or to the finished product (as in 2.3), their child will not be discriminated against. However, if sufficient contributions are not made, it is possible that the trip or site activity will be cancelled.

3.2 Anyone qualifying for Pupil Premium funding is entitled to claim full or part remission (see LEA guidance for free school meal entitlement).

### **4 REVIEW**

This policy will be reviewed every two years by the Finance and Staffing Committee, unless there are sufficient changes in the meantime, and approved by the Governing Body, delegated to the Finance and Staffing Committee.