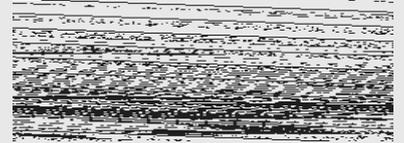


# *Witley C. of E. Infant School*



## Charging and Remission Policy 2018

### **Statement of Policy**

Witley C of E Infant School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

### **Day Trips**

Voluntary contributions will be sought for day trips will represent the actual cost of providing the trip. No profit will be made.

There will be no charge made to parents whose children are in receipt of pupil premium funding

Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.

Reasonable effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip. In this event, refunds will be made subject to the deduction of any unreturnable costs incurred by the school.

Once a trip has been paid for, there will normally be no reimbursement for absentees on the day.

Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected. Any shortfall is to be met from the School Fund.

Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.

Children will be treated equally regardless of the amount of voluntary contribution made by their parents and no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay.

### **Enhanced Learning Experiences offered in School**

- The cost of providing these experiences is to be met by a voluntary contribution sought from parents of children who will benefit. The school will subsidise where possible from the school fund.
- It is not expected that there will be any profit made.
- Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received.
- No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay.
- Once a voluntary contribution has been made, there will normally be no reimbursement for absentees on the day.
- Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

### **Contribution to the School Fund**

- The school fund exists to enhance the learning experiences of the children at Witley C of E Infant School. It could be used to provide, for example, visits from theatre companies, curriculum related workshops etc.
- Contributions to the fund are made by the FWS, charitable donations and commission from the school photographer.
- Parents are asked to support a variety of FWS funding raising events throughout the year and therefore are not currently asked for voluntary contributions directly towards the School Fund.
- The school may charge for clubs outside of normal school hours that are not part of the National Curriculum. The cost made for materials, resources or staff charges will not exceed the cost of the optional extras divided by the number of pupils participating.