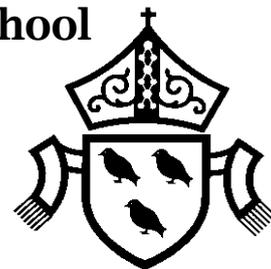


St Thomas of Canterbury Church of England Infant School

Sawyers Hall Lane, Brentwood, Essex. CM15 9BX



Telephone 01277 223606
Fax 01277 232004

Email admin@st-thomascanterbury-inf.essex.sch.uk
Website www.stthomasofcanterburyinfantschool.co.uk

Headteacher Mrs C B L'Estrange BA Ed (Hons) NPQH

Charging and Remissions Policy

Introduction

The purpose of this policy is to ensure that, during the school day, all children have access to a broad and balanced curriculum. However, the Governors and staff recognise the valuable contribution that a wide range of educational activities can make towards the children's personal and social development. Examples of such activities include visits to the school by professionals (eg theatre groups, authors, artists, storytellers, musicians, dancers) and educational trips and visits outside school. To help enable the school to continue to offer such opportunities, the school may invite parents to make a voluntary contribution towards the cost of such activities.

The school aims to provide lunchtime and before and after school activities but reserves the right to charge for these activities. It is not school policy to take children on residential visits.

Charges

All activities that are a necessary part of the National Curriculum and the provision of Religious Education will be provided free of charge.

The school may charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes to own them
- education provided outside of school time that is not part of the National Curriculum or the provision of Religious Education
- damage to school property as a result of a child's behaviour
- additional activities during lunch time and before/after school (such as clubs and sporting activities).

Remissions

There may be cases of family hardship which makes it difficult for children to take part in activities for which a charge is made. In such circumstances parents are invited to apply in confidence for the remission or waiver of charges in full or in part. Authorisation of remission or waiver will be made by the Headteacher in consultation with the Chair of Governors.

Voluntary Contributions

When organising certain school events, visits to the school by professionals and trips or visits to enrich the curriculum and the educational experience of the children, the school may invite parents to make a voluntary contribution towards the cost of providing such educational experiences. All contributions will be voluntary.

If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled. In some cases the school will pay certain costs in order to support an activity. Parents have the right to know how activities are funded and this information will be provided on request.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to make the suggested contribution. If an activity goes ahead it may include children whose parents have not paid the full contribution.

Photocopying / Private fees

The school may charge for personal photocopying and for photocopying that is requested by parents relating to their child and for the cost of preparing reports or data that is requested on a child for the purpose of a third party private assessment requested by a parent.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Caroline L'Estrange
Headteacher
September 2012