





Charging & Remissions Policy

2017/19

Review Cycle:-	Two years	Date of Next Review:-	July 2019
Approver:-	Signed:-	Approver:-	Signed:-
Chair of Governors	 Date:- July 2017	Head Teacher	 Date:- July 2017

Introduction

At Knights Enham Nursery and Infant School we plan our budget carefully to make sure that we use our allocated resources well so that all our children experience powerful learning experiences in and out of school. A portion of the school budget is allocated to making sure that we include rich experiences such as visits and trips in our learning. This policy sets out any instances of where we may ask for a contribution or charge for anything.

Trips and visits

To help toward the cost of visits and trips we ask for a voluntary annual contribution from parents. No child will be excluded from such activities if a contribution is not made.

The school will do everything possible to ensure all visits and trips can go ahead. However, the head teacher, in consultation with governors, reserves the right to cancel a trip should the cost to the school become prohibitive, or the impact on the school budget becomes too great.

Optional Extras

The school may make a charge for some activities known as 'optional extras'. This may include:

- Enrichment opportunities which do not form part of the school's curriculum
- Board and lodgings on residential visits
- Transport related to enrichment activities
- Extended day services (eg. After school clubs or breakfast club)

Residentials

- Charges will be made for residential opportunities as follows:
- A voluntary contribution will be requested for some curriculum related activities
- A voluntary contribution will be requested for transport costs relating to the residential activities

Publications

There will be a small charge for copies of school publications to cover the cost of copying and postage where appropriate.

Damage and/or theft to school property

The school will seek to recover any financial loss incurred as a result of damage or theft to school property caused by individual pupils.