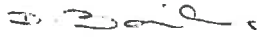





*'Broadening Horizons'*

# Charging and Remissions Policy

<b>Policy Date:</b>	March 2022	<b>Version: 1.1</b>		
<b>Policy Review Date:</b>	March 2023	Headteacher Debra Bailey	Signed 	Insert Date 29/03/2022
<b>Ratified by Governing Body:</b>				
Sue Welford (Chair of Governors)		Insert Signature 	Insert Date 29/03/2022	

## **Funding Activities without Charging**

We may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours;
- school equipment and
- school funds generally.

On occasions, where additional costs are required, e.g. school trips and visits, the school may ask parents to make a **voluntary contribution** so that these can go ahead.

All requests to parents for voluntary contributions will make it quite clear that the contributions would be voluntary.

The school will not exclude a child from taking part in an activity that is part of the National Curriculum, purely on the grounds that the parent or carer cannot make, or refuses to make, a contribution.

This clearly places the school in some difficulty on occasions where a number of parents/carers might be in such a position. At the planning stage, it will be decided how much the school can contribute from within the school budget or by fundraising to cover the cost for children whose parents are unable or unwilling to contribute. If insufficient voluntary contributions are received to cover the cost of the visit or activity, and there is no alternative method to make up the shortfall, then the school may cancel the activity/visit. Parents will be made aware, from the outset, of a possible cancellation to the activity/visit if insufficient voluntary contributions are received from the outset.

Parents of children who are unable, or unwilling, to contribute will not be discriminated against. Governors will set aside a sum each year to ensure that discrimination does not occur.

Parents/carers who wish to discuss this further will be encouraged to make an appointment with the Headteacher.

## **Charging Policy for Breakfast Club**

The Breakfast Club is open between 8.00am and 8.45am. The cost to attend the Breakfast Club is £1.50 per session.

## **Late Collection of Pupils**

School finishes at the latest at 3.20pm for pupils. If pupils have not been collected from the playground by 3.25pm, they will be taken to the school office. Parents/carers will then need to come to the school office to collect their child. If a parent/carer arrives after 3.30pm, a charge will apply.

We recognise that there may be exceptional circumstances which will lead to a parent/carer being unable to arrive at school on time, and parents/carers must notify the school office by 3.00pm at the latest if they are going to be late. We do not operate an after-school club. Therefore, as a member of staff is required to care for a child whilst waiting to be collected, this will incur a charge of £10 per half hour, per family:

- 3.30pm collection = £10 charge
- 4.00pm collection = £20 charge
- 4.30pm collection = £30 charge
- 5.00pm collection = £40 charge