



## **Bellfield Infant School**

### **Charging and Remissions Policy**

The Governors of Bellfield Infant School (NC) maintain that education is not confined to the School premises and it is important to recognise the vital role that all types of outside activities (within school hours or otherwise) play in the “education of the whole child”.

#### **Visits and activities within school hours**

If a visit takes place within school hours, then parents will be asked to pay on a voluntary basis; apart from parents of children entitled to Free School Meals (although a contribution, however small, will be requested.) Visits are costed on everyone taking part, so if there are not sufficient contributions then the visit will have to be cancelled.

Note: letters to parents make it clear that contributions are voluntary but to also inform that a particular activity cannot take place without some help from parents; it should also be made clear that children of parents who do not contribute will not be treated differently.

#### **Visits and activities outside school hours**

Where an activity is arranged to take place in the evening, weekend or during the holidays all those who take part will have to pay the full cost.

#### **Activities not run by the school of LA**

For such activities charges made will be such that they cover the cost of tuition only.

#### **Lettings to outside agencies**

The Governing Body has agreed not to allow the school premises, including the school playing area, to be let out. This will be reviewed annually.

#### **After School Clubs**

The school offers extra-curricular activities which take place after school. Most of these are run by School staff. There is a small charge for these sessions.

#### **After School care provision (Buddies Club) and Day care.**

The school has a school wrap around care provision from 7:30am until 8:50am and 3:15pm until 6:00pm and a Day care provision from 7:40am – 6:00pm. There is a charge for both provisions and parents/carers receive an invoice. Payment can be made by cash/cheque made payable to Bellfield Infant School. Payments for Buddies Club and Day care are banked into the EPA account and School Finance Services transfers the payments into the relevant cost centres.

**Catering**

The cost for school dinners for children in Reception, Year 1 and Year 2 is met by the Government.

**School Uniform**

Book bags (only) can be purchased in school via the School office.

**Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials).

**Other Charges**

The Head teacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

**Remissions**

The Head teacher, Resources Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels is reasonable in the circumstances.

The Head teacher, Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels reasonable in the circumstances.

Written by: GE Simm

Date: Summer 2018

Ratified by Governors:

Date of next review: Autumn 2021