



# DITTON INFANT SCHOOL

## Leadership and Management

### Charging and Remissions Policy

### 2018

Agreed January 2018

#### Purpose

This Policy informs governors, staff, pupils and carers about charging for school activities. It conforms to the Education Act 1996 and rules laid down in Chapter 23 of the Guide to the Law for School Governors.

#### Responsibilities

The Governing Body has delegated responsibility for day to day implementation of the policy to the Headteacher.

#### Charges that will apply

1. Parents and/or carers will be expected to meet the full cost of tuition to play a musical instrument when this is provided either individually or in groups of up to four, when the tuition is provided by an outside body, e.g. Kent Music School. This applies if the tuition falls outside or within the school day.
2. Parents and/or carers will be expected to meet the full cost of their child attending a Club that takes place at the school, outside of school hours and organised by an outside body, e.g. Breakfast and After School Club

### Voluntary Contributions

Parents and/or carers may be asked to make a voluntary contribution towards the following:

1. The cost of a school trip.
2. The cost of a performance at the school provided by an external body, e.g. theatre group.

In certain circumstances the parents and/or carers may be asked to make a voluntary contribution towards:

3. The cost of school equipment or books that have been lost or damaged either by themselves or their child. The voluntary contribution requested will not exceed the replacement cost.

When parents and/or carers are asked to make a voluntary contribution towards the cost of a school trip or performance, the following rules will apply:

1. The voluntary contribution requested will not exceed the total cost divided by the number of pupils that may attend.
2. Parents and/or carers will be informed that their child will not be left out of the activity if they are unable or unwilling to contribute.
3. Parents and/or carers will be informed if the activity may have to be cancelled if insufficient contributions are received.

To be reviewed: January 2019