

WATFORD FIELD SCHOOL (INFANT & NURSERY)

CHARGING AND REMISSIONS POLICY

January 2014

INTRODUCTION

The Governing Body wishes to align this policy with the LEA's charging policy as stated in the Handbook of Financial Regulations **Part 3, Section 22, Appendix A.**

The Governing Body recognises the valuable contribution that additional activities can make towards the children's personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional activities.

Charges

The Governing Body **RESERVES THE RIGHT** to authorise a charge in the following circumstances for activities organised by the school.

Activities outside school hours

The full cost for each parent for activities deemed to be optional extras taking place outside school hours such as Theatre and Concert visits.

Charging in kind

The Governing Body may charge for ingredients and materials or require them to be provided, if parents have indicated in advance that they wish to own the finished product.

The Governing Body will charge for the cost of repair and/or replacement of items wilfully damaged or loaned and subsequently damaged or lost. The cost of the repair or replacement will be set by the Head Teacher but there will be a minimum charge of £5.

Remission

The school will aim to provide assistance for children from families in financial need and parents are advised to contact the Headteacher in confidence.

VOLUNTARY CONTRIBUTIONS

Legislation does not prevent the school from asking parents for a voluntary contribution towards the cost of a given activity or visit. This contribution, however, must be optional, and with prior parent agreement.

Parents are asked therefore to contribute voluntarily towards the cost for:

- Educational visits to museums, theatres and other sites of interest which support the children's learning

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- Visits by authors, poets, environmentalists, puppeteers, theatre groups and other experts who come into school to extend the children's knowledge and experience.
- Contributions towards cooking and other consumables.

SCHOOL OUTINGS AND DAY TRIPS THEREFORE ONLY OPERATE IF PARENTS PROVIDE THE VOLUNTARY CONTRIBUTION SUGGESTED BY THE SCHOOL.

If only some were to do this and it was considered that insufficient funds were available to make the proposed activity viable, then in the interest of fairness amongst all the children the school outing or day trip may be cancelled.

The school looks forward to the support, understanding and generosity of parents.

This standard paragraph is included in all letters to parents regarding school outings where voluntary contributions are applicable.

It is necessary for voluntary contributions for this visit to take place. There is no obligation to contribute but it will be necessary to have substantial voluntary contributions in order that the trip may take place. However, if we do not have sufficient voluntary contributions in fairness to all, the visit will not go ahead for any of the children.

Refunds

It is the school's policy to refund surplus amounts made on any particular activity, if that amount exceeds £1 per child. Amounts less than this will be absorbed within the school's funds for related expenditure.

MILK: As the provision of milk is supplied by the local authority and has to be pre-ordered and paid for in advance, no refunds are given

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