

# Mount Street Nursery & Infants School



## School Charging and Remissions Policy

<b>Date</b>	<b>20<sup>th</sup> June 2019</b>
<b>Review Date</b>	<b>June 2022</b>

**Mount Street Nursery & Infant School**  
**Language, Literacy and Communication Policy**

This policy reflects the practice and consensus of opinion of the whole teaching staff and has the full agreement of the Governing Body

**Introduction**

The Governing Body recognises the contribution that the wide range of additional activities, including trip, make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils and as additional and optional activities. However, due to the limited funds in the delegated budget the Governing Body reserved the right to make a charge in the following circumstances for activities arranged by the school. The Governing Body will from time to time, review, and amend the categories of activity for which a charge may be made.

**Charging for Visits**

**1. All Visits**

The group leader should always ensure that parents are notified as soon as possible as to:

- The total cost of the visit
- How much each parent will need to pay or be asked to contribute toward the cost of the visit.
- How much spending/pocket money pupils will reasonably need.

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the trips i.e. transport, entrance costs etc.

**2. During normal school hours**

With visits which occur during school hours, parents can be asked to make a voluntary contribution towards the cost of the trip. In reality the value of the requested contribution equates to the total cost of the visit and therefore if insufficient voluntary contributions are forthcoming the trip may have to be cancelled – parents must be notified of this contingency. Pupils whose parents/guardian do not contribute cannot be discriminated against.

Parental permission should be obtained by:

- A signed slip back from parents. A letter about the trip is sent out to parents and contains a reply slip (with space for parental signature) and also a section on meeting the cost of the visit.

### **3. Ingredients/Materials/Equipment**

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'. This is particularly relevant for the cost of materials/ingredients for Creative Development Activities.

### **4. Broken Equipment (Replacement)**

The Governors will allow the Head teacher to ask pupils and /or their parents to contribute towards the cost of replacement items where these have been damaged or broken as a direct result of misconduct on the pupils' part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

### **5. Remissions**

The Governing Body may remit in full or part the cost of any activity in particular groups e.g. the case of family hardship. When arranging a chargeable activity such parents will be invited, in confidence, for the remission of charges in full or in part. Authorisation for such remission will be made by the Head teacher in consultation with the Chair of Governors.

### **6. ParentPay**

The school uses the 'ParentPay' system when appropriate to collect charges from parents. This occurs a 1.27% additional charge which is covered when costing out trips etc.

**Signed:** ..... (Chair of Governors)

**Date:** .....

**Date of Review: June 2022**