

**MOULSHAM INFANT SCHOOL**  
**CHARGING & REMISSIONS POLICY**

Education provided during school hours, including all activities undertaken as part of the National Curriculum is free.

No charge is made for routine school information, such as newsletters/reports. However there may be a small charge for information requested under the Freedom of Information Act or to provide copies of pupil records at the request of the parent. Anyone making such a request will be informed in advance of the cost.

The school will seek to charge in the following areas:

- The cost of repair or replacement for breakages, damages or loss as a result of the pupil's behaviour.

**Voluntary contributions**

The school may ask parents for a voluntary contribution towards the cost of:-

- School Trips.
- Sporting events.
- Visitors to school/Workshops in school.
- Charity donations.

The contribution must be voluntary, and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, then it must be cancelled. However the school may, at its discretion, use its own funds to support ventures in order for that venture to take place, but is under no obligation to do so.

*As a school we adhere to guidance however, as a matter of course and courtesy to busy parents we will send reminder letters if no payment is received.*

**Charges for 'finished products'**

Schools can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where the parents have indicated in advance that they would like their child to bring home the finished product.

**Lettings**

The school will consider requests to make its premises and facilities available to outside users. All such requests will require the prior approval of the Headteacher and will be subject to an appropriate charge as set out in the scale of charges determined and approved on an annual basis by the Governing Body.

**Other Charges**

The Headteacher or Governing Body reserve the right to levy charges for other miscellaneous services or resources up to but not exceeding the cost of providing such a service or resource.

Policy written: December 2014

Approved by Governors: March 2015

Reviewed: March 2023

Review Date: March 2026