

**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.
- Extended day services such as breakfast club.

**Voluntary contributions**

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

- School Trips.
- Sporting events.
- Visitors to school.
- Examination entry fees.
- 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.

**Remissions**

If a family is unable/unwilling to make a contribution, parents may have a confidential meeting with the Headteacher to discuss this. Any remission will be at the Head's discretion.

**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.

Policy written: December 2014

Approved by Governors: March 2015

Review Date: March 2018