

# Emmbrook Infant School



## Charging and Remissions Policy

<b>Approved by:</b>	Staff & Finance	<b>Date:</b> Summer 2018
<b>Last reviewed on:</b>	May 2022	<b>Frequency of review:</b> Annually
<b>Next review due by:</b>	Summer 2023	
<b>Changes made on Review</b>	<b>Date</b>	
	<b>May 2022</b> <b>January 2023</b>	Updated frequency of review from 3 years to annually Inclusion of charge for countersigning passport applications

## **Charging for School Activities**

### Charges

The School reserves the right to levy a charge in any circumstances permissible under the Education Act 1996.

### Voluntary Contributions

Parents may be asked to make voluntary contributions for any curricula enrichment activities organised by the School. Although the matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions, the School reserves the absolute right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place.

### Pupil Premium Grant

The Governors will apply the statutory minimum remissions to any charges, which they make: that is in respect of families who are eligible for free school meals and therefore pupil premium grant. Any further remission of charges will be at the absolute discretion of Governors. The School will also assist parents to identify financial assistance where available.

### Breakages

The Governors reserve the right to ask parents to contribute to the cost of replacement items incurred as a result of breakage, loss or damage, to books, equipment, materials other than the normal fair wear and tear.

### Charging in Kind

Where parents indicate in advance that they wish to own the finished product of a practical activity they may be asked to provide or pay for ingredients, materials, equipment, etc. needed. No child will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

The above is a general statement of policy by the LA on charging for school activities, which has been adopted by the Governing Body.

### Passport Applications

Where a parent requests for school staff to countersign a Passport Application parents will be asked to make a voluntary contribution of £15. School staff will endeavour to complete any requests as soon as possible but it should be noted that depending on staff workload this may take up to 5 school working days.