



Manby Lodge Infant School

## **Charging and Remission Policy**

### **Statement of Policy**

Manby Lodge Infant School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

### **Day Trips**

Charges levied for day trips will represent the actual cost of providing the trip. No profit will be made.

Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.

Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.

In the case of illness, or when a child has not been able to participate in a trip due to unforeseen circumstances, it may be possible to refund the entrance fee but not the cost of the coach.

Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected. Any shortfall is to be met from the School Fund.

Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.

Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

### **Experiences offered in School**

Each phase is responsible for providing enhanced learning experiences within school.

The cost of providing these experiences is to be met by a voluntary contribution sought from parents of children within the phase who will benefit. The school will subsidise where possible from either the phase budget or school fund.

It is not expected that there will be any profit made.

Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received.

No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay.

Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.

Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

### **Reports for Independent Schools**

When an application is made for a place at an independent school by a Manby Lodge pupil, the school normally requests a report on the pupil from Manby Lodge. The school incurs the cost of producing such reports as they are produced outside the normal schedule for report writing. Manby Lodge will charge the parents of the child £25 for each report requested. A copy of the child's most recent school report will be provided free.

### **Breakages, Damage or Loss and Fines**

In the event of school property being deliberately damaged or destroyed by an identifiable pupil(s), parents may be asked to pay the cost of repairing or replacing the item. Books or equipment belonging to the school which are taken home and lost will be included in this category.

### **Complaints Procedure**

Should a complaint be received concerning this Policy, this should be referred, in the first instance, to the Headteacher, who will endeavour to resolve the issue. In the event that the complainant is not satisfied with the outcome, the matter may then be referred to the Governing Body.

### **Monitoring and Review**

The implementation of this policy will be monitored by the Headteacher and Governing Body.

<b>Review Date</b>	<b>Description</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Next Review</b>
June 2018	Review	FGB	26 <sup>th</sup> June 2018	June 2019