

TOTTENHALL INFANT SCHOOL



Charging and Remissions Policy

2019

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This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the guidance detailed in Governance Handbook, 2019 - 6.6.5 Charging for school activities (155)

In accordance with these guidelines

Tottenham Infant School:

- Will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product
- May charge for school-time activities by inviting parents and others to make **voluntary** contributions to enable school funds to go further. Children of parents who do not contribute will not be treated differently from those who do make contributions
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible
- May permit organisations to charge parents when such an organisation is acting independently of the School or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity
- May charge for activities (optional extras), which happen outside school hours when these activities are not a necessary part of the National Curriculum
- Will ask parents to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children (£5 for book replacement)
- Will aim to recover debts by dealing with late payers on a weekly basis
- Will challenge persistent late payers both verbally and in writing

The Governors:

- Will review the lettings charges levied by the school on an annual basis
- Will write off debts after evidence from the school shows it has made every effort to recover outstanding monies
- Will review this policy on an annual basis.

Payment exceptions

- The decision concerning circumstances where the school would make an exception on payment is at the discretion of the Senior Leadership Team.

Sept '19