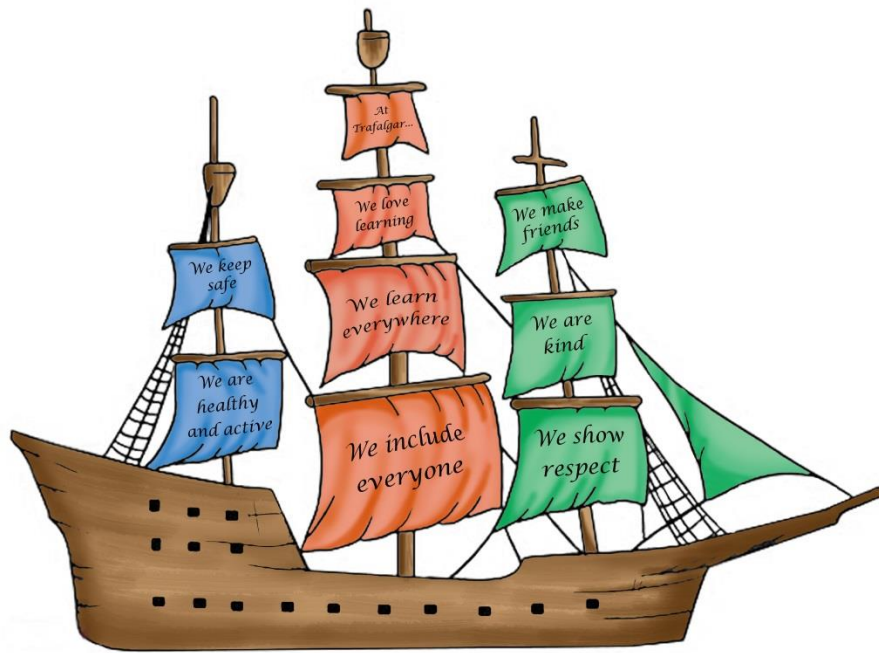


# Trafalgar Community Infant School



## Policy Document

# CHARGING AND REMISSION POLICY

REVIEWED: SPRING 2025  
TO BE REVIEWED: SPRING 2027



*Trafalgar is a Rights Respecting School. We refer to the UN Convention on the Rights of the Child (UNCRC) throughout this policy.*

### **Introduction**

The Education Reform Act 1988 requires the Governors of Trafalgar Community Infant School to adopt a charging and remission policy in respect of activities which take place within school time, as determined by the Act.

It is the Governors' belief that activities organised by the school, as part of the children's education should be available to all children regardless of their parents' financial circumstances. No child will ever be excluded from an activity for non-payment of a contribution, though there could be occasions when an activity may need to be cancelled if there is a significant shortfall overall.

### **Voluntary Contributions**

In order to enrich and enhance the curriculum for all pupils, activities may be organised for which the Governors will request contributions from parents or carers. All such requests will be made in writing setting out the reason for request. All such charges will not exceed the estimated cost of the activity apportioned equally amongst those participating.

In respect of voluntary contributions the Governors will take account of the following factors:

- The need for long term planning so parents receive adequate notice of a request for a voluntary contribution;
- The right of parents to withdraw their voluntary contribution before the booking has been made;
- The availability of other sources of funding to subsidise the activity, for example the Friends of Trafalgar School funds, the school fund or the school budget.

Any parent who is unable to meet the cost of the voluntary contribution is asked to approach the Headteacher in confidence, either in writing or in person, so that special arrangements may be made.

If a parent wishes their child to take part in a school trip or event, but is unwilling to make a voluntary contribution, the child will still be allowed to take part. Sometimes the school or FTS pays the additional cost to support the visit or event.

Parents will be informed about the funding arrangements for each trip or event and will be given more detailed information on request,

It will be necessary to ask parents to make a voluntary contribution in relation to planned activities during the school day, for example a theatre visit, artist in residence, musicians, dancers, sports coaches, authors, poets and so on, and special curriculum resources such as for cooking, art work and Science and Technology.

It will also be necessary to ask parents to make a voluntary contribution for any off-site activity which requires transport and entry costs to ensure the activity may take place. If substantial parental contributions are not forthcoming for any proposed trip, then the Governors will look at the viability of the activity taking place. Payment for such activities will be made prior to the event and the cost will vary depending on the cost of transport and admission.

### **Fixed Cost Activities**

Any lunchtime or after school clubs run by outside bodies will be subject to a charge and parents will be asked to pay these organisations or the school directly. Any after school clubs run by the school may also be subject to a charge for resources.



### **Cancellation**

Cancellation of trips/activities caused by unavoidable circumstances for example COVID may no longer be covered by the Schools insurance policy. Prior to booking any trip/activity, the School will endeavour to seek agreement with the trip/activity organiser confirming full refund available in the event of a cancellation caused by unavoidable circumstances for example COVID