Mission statement: Every child is nurtured through a high standard of education and wealth of new experiences and challenges. Within a caring and Christian environment they enjoy the delight and discovery through learning and play.

Diocese of Guildford

St Matthew's C/E (A) Infant School
CHARGING & REMISSION POLICY

Date for review: Sep 2027 **Governor Committee: Finance and Personnel**

Statement of Policy

St Matthew's C/E (A) 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.

· Once a trip has been paid for, there will be no reimbursement for absentees on the day.

· 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.

Residential Trips

· Charges levied for residential trips will represent the actual cost of providing the trip. It is not expected that there will be any profit made.
· An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required.
· 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 trips 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 payment made by their parents.

Contribution to the School Fund

· The school fund exists to enhance the learning experiences of the children at St Matthew's C/E (A) Infant School. It could be used to provide, for example, visits from theatre companies, workshops in school or curriculum related workshops.
· Contributions to the fund may made by local charities and commission from organisations using the school, e.g. the school photographer.
· Parents are asked to make voluntary contributions to the School Fund, all pupils will be treated equally regardless of whether we receive contributions. If an activity cannot be funded without voluntary contributions it will be cancelled.
· The school may charge for clubs outside of normal school hours that are not part of the National Curriculum. The cost will be made for materials, resources or staff charges will not exceed the cost of the optional extras divided by the number of pupils participating.