



# CHALKWELL HALL INFANT SCHOOL

## CHARGING & REMISSIONS POLICY

**Reviewed and Approved by Governors**

**Date: Spring 23**

**Review date: Spring 26**

## **Chalkwell Hall Infant School**

### **Charging & Remissions Policy**

1. Any item for the educational use of the pupil is exempt from VAT. All charges for goods and services from the school are break even and non profit making.
2. Any monies charged or contributions towards the cost of school trips, visits, coach hire to events would be at the parents' discretion, and the school will notify parents as to whether assistance is available. If anyone is unable or unwilling to pay the required amount then their child would not be prevented from attending. If, however, insufficient monies were collected then it would be made clear in a letter/email to parents that the event may have to be cancelled. The school will not pressure parents into making voluntary contributions.
3. Free School Meals and Universal Infant Free School Meals are funded by the Local Authority and not by the parent.
4. Adult meals are charged on a daily basis and are subject to VAT.
5. If any parent or governor has any concerns regarding the cost or method of payment then it is important they inform the Headteacher.
6. Extra curricular after school clubs may be subject to a charge from the school or outside agency running them and the school would generally organise and collect payment (unless paid directly to the outside agency). Any queries regarding amounts or payments would be directed to the school or outside agency running the club.
7. The following is a list of additional activities organised by the school, which require voluntary contributions from parents/carers to go ahead. This list is not exhaustive:
  - visits to museums and places of worship;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to the theatre/cinema;
  - school journey;
  - musical events;
  - visiting speakers/ authors
  - visiting theatre groups/music groups
  - ingredients for cooking
  - swimming
8. As the school pays for the trip or visitors to the school in advance of the event, we are unable to refund contributions if a child is off school on the day. Only in exceptional circumstances will a refund be provided.