



# CHARGING & REMISSIONS POLICY

<b>DOCUMENT HISTORY</b>	
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<b>BY:</b>	<b>SLT</b>
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<b>APPROVED BY GOVERNING BODY:</b>	<b>AUTUMN 2015 Finance &amp; Resources Committee</b>

Central to the delivery of the school's curriculum are real life experiences. The school organises a wide and varied range of educational visits and visitors many of which are free. The school does ask for voluntary contributions for some visits and visitors

### **Educational Visits and Visitors**

The School pays for educational visits and visitors during school hours through:

- Voluntary contributions from parents and carers
- Use of the pupil premium fund from the school budget
- Support from other sources i.e. Friends of Berwick Hills Primary School
- Occasional pupil fundraising activities

The cost of an educational visit or visitor is made up of:

- Entry or booking fees
- Travel costs i.e. cost of train tickets, coach hire etc.
- Board and lodging if the trip is residential

All pupils are allowed to experience the visits and visitors regardless of payment but if the school does not receive sufficient voluntary contributions then the event may be cancelled.

The School will inform parents of any trip or visits at the earliest possible opportunity. Parents and carers are asked to contribute towards educational visits, visitors and activities. The cost of trips is capped at **£10** and frequently less than £10, with the exception of residential activities.

Parents and carers will receive adequate notice for residential visits. Parents and carers may pay in instalments for these.

Where pupils have parents who are in receipt of benefits **and** qualify for Free School Meals the cost of the visit or visitor is paid for directly by the school through the Pupil Premium fund.

All information relating to payment method is confidential. Parents are welcome to discuss any concerns with the Head Teacher or School Business Manager.

### **Breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.