



## Pinewood Infant School

### Charging policy

The law says that schools cannot charge for school-time activities. But they may still invite parents and others to make voluntary contributions (in cash or in kind) to make school funds go further. All requests to parents for voluntary contributions must make it quite clear that the contributions would be voluntary.

#### Educational Visits

Educational visits are arranged throughout the year. These visits are beneficial, worthwhile and form part of the curriculum, usually related to a class project.

In accordance with relevant legislation, compulsory charges cannot be made for educational visits. However, when a visit involves the cost of transport, the school does sometimes ask for a voluntary contribution from parents up to a maximum of £10 towards this cost. Often transport charges make up the higher percentage of the total cost of an activity. In cases where a child's parents are unable to meet the contribution, we are sympathetic and children will not be excluded. However, if too few parents agree to contribute towards a particular visit, it may have to be cancelled.

No charges made will exceed the actual cost of any activity.

#### Lost/Damaged Books

When reading books or Library books have been repeatedly lost or wilfully damaged, parents will be asked for the nominal charge of £1.50 towards the cost of replacement items. A full refund of the charge will be made if the lost books are subsequently found and returned to school.

Responsibility:	Resources Committee
Review cycle:	3 years
Date:	Spring 2015
Review Date:	Spring Term, 2018