



Bernards Heath Infant and Nursery School

Charging and Remissions Policy

June 2017

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Charging and Remission Policy

**Purpose and Reasoning**

The purpose of this policy is to set out the school's charging and remission procedure for school activities.

**Aims and Principles**

The Governors ensure that all pupils have access to all areas of school life in curriculum time, regardless of their parent's ability to pay. The school may charge for activities outside of school hours where these are not a necessary part of the Foundation Stage and National Curriculum. The Head teacher reports to the governors once a year re: charges and refunds.

**Charging**

The Governing Body has adopted the Charging and Remissions Policy of Hertfordshire County Council (Financial Handbook for Schools).

The Head teacher or governors may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

The contribution must be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall then it will be cancelled.

Any profits made by the school from providing facilities or services must be re-invested in the school or the services.

**Remissions**

At the end of each school visit where parents have made contributions to meet the costs, if there is a surplus of more than 5% or a cancellation, a refund will be offered to the parents. The school will round the refund to the nearest £ as appropriate.