



CHARGES AND REMISSIONS POLICY

Reviewed by Governing Body: November 2024
Date of next review: January 2027

Rationale

The Governing Body recognise the valuable contribution that a wide range of additional activities, including clubs and trips, can make towards a pupil's education. It is important that children are given a chance to learn through a range of experiences both within the school and through off-site visits.

Purpose

To provide opportunities for extra-curricular and educational experiences in addition to the agreed planned curriculum i.e. The National Curriculum and the Early Years Foundation Stage. These activities fall outside the scope of the existing school budget and must be funded through contributions from parents or other bodies.

Data/Information

Where a parent/carer asks for school files and information held on their child by a school a charge for the photocopying and administration may be passed on to the parent to cover the costs.

Educational Visits

All parents will be asked to make a voluntary contribution equivalent to the cost of any trips. The cost of educational visits will be covered by the school for those children entitled to Pupil Premium funding.

All children will be allowed to take part in all activities as long as their parents/guardians give their permission. Parents/guardians will be informed that if insufficient funds are raised to make the activity viable then it will be cancelled. Parents will also be given a break down of the costs which will be divided evenly between the numbers of children in the class/school.

In the event of there being a shortfall, the Head teacher will consider if the school will support funding the visit.

Extra Curricular Activities

Alverstoke Tree House

Sessions at the school's breakfast and after school club are booked and paid for online by parents via Scopay at the time of booking. If a child arrives at the club without having booked and paid, the office staff will contact the child's parent and request that payment be made accordingly.

After School Clubs

Some after school extra-curricular clubs are provided by the staff of the school or by unpaid volunteers. A nominal contribution will be requested to cover the cost of staffing and materials used. As an indication for parents the contribution in 2023/2024 was £5.00.

Most after school clubs are organised by outside providers and parents should sign up directly with the provider. The school office routinely sends out information about the after school clubs on offer and their price. Parents can contact the school office for further information.

Children who are entitled to Pupil Premium funding will be able to attend one club of their choice every half term, and the school will reimburse the provider.

Clothing

School uniform as listed below can be purchased from the school. Please contact the office for a list of the current prices.

Sweatshirts	Sweat cardigans	Polo shirts
PE Kits (includes PE Bag)	Book Bags.	

Children who are entitled to Pupil Premium funding will be provided with one polo shirt/one sweat cardigan or sweatshirt/one PE Kit and book bag with the cost incurred to the school. Discretion can be made through the Headteacher should a child require more uniform.

School Dinner

Universal Free School Meals are available to all children and a dinner menu is supplied on a regular basis and is displayed in the window of the main entrance and via a link on our school website.

Milk

Children under five can have milk free until their 5th birthday. After their 5th birthday, parents can pay for their children to still continue to have milk, by visiting www.coolmilk.com or contacting Cool Milk directly.

Children who are entitled to Pupil Premium funding will receive free school milk throughout their time at Alverstoke Infant school.