

Moorlands

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Moorlands Schools Federation

Charging and Admissions Policy

CHARGING AND REMISSIONS POLICY

Additional activities organised for pupils

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and visiting artists and performers can make towards pupils' personal and social education.

Charges

The Governing Body reserve the right to charge for additional activities organised during school hours, as follows:-

- Travel costs
 - Entrance fees
 - Insurance
 - Visiting performers and artists
 - Equipment (including ingredients for food technology)
 - Instrument tuition
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- Activities should be self-financing
 - Subsidies from various sources eg School Fund, Friends of Moorlands Infant School, voluntary organisations, will be considered.
 - Whenever possible, the school will give sufficient notice to allow parents/carers to pay by instalments.

Remissions

When the school organises activities during school time, which it cannot fully finance from its own funds, it will ask parents for a donation. The donation will be voluntary but the governors feel very strongly that no child should be denied access to any educational trip because their parents cannot make a donation.

In some circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. If there is a problem, the parents can apply to the school, in confidence, for exemption or part exemption of the charges. Authorisation of remission will be made by the Headteacher, in consultation with the Chair of Governors.

Cancellations

An occasion may occur when the trip has to be cancelled and we reserve the right to do so. Where a refund for the entrance fee or for the transport is made, we will pass this refund on to parents/carers.

Refunds

We are unable to give refunds if children are unable to attend on the day due to sickness or for other reasons.

The Governing Body may, from time, to time, amend the categories of activity for which a charge may be made.

Policy written by governors in consultation with staff

Agreed by governors: November 2016

Next review: November 2017