



CHARGING AND REMISSIONS POLICY

We will ensure that all School activities are made available to all pupils regardless of family income and therefore have in place the following **Charging and Remissions Policy**:

- **Stanley Green Infant Academy will meet the transport costs** of one educational visit per year group each academic year.
- Parents may be asked for a **voluntary contribution** for certain activities such as Educational Visits. These voluntary contributions will not exceed the actual costs.
- **No child will be excluded** from an activity because parents cannot or will not make such a voluntary contribution.
- **If insufficient voluntary contributions** are made the activity may have to be **cancelled**. Parents will be given written notification of all activities. This will include:
 - **Details of the activity** including venue, date, times, programme for the day and any special arrangements [clothing etc.].
 - **The amount of the voluntary contribution** requested and details of what is covered [e.g. admission].
 - The option to pay in instalments (if applicable).
 - An invitation to parents with **financial difficulties** to speak to the Principal .
 - A date for the **final collection** of voluntary contributions. Children who receive free School Meals will be provided with a **packed lunch** from the School should an educational visit extend over their lunchtime. It will be made clear that the children will require **no additional money** for educational visits.