



**LONG DITTON**  
INFANT AND NURSERY SCHOOL  
THE HEART OF LONG DITTON SINCE 1911

**CHARGING AND REMISSION POLICY  
FOR SCHOOL ACTIVITIES PROVIDED OR  
ARRANGED BY THE SCHOOL**

Reviewed Spring: 2016

To be reviewed: Spring 2019

This statement has been drawn up in accordance with the requirement of the relevant legislation. The sections below set out some areas of activity for which charging is permissible under the legislation and is the Charging and Remission Policy of the Governing Body related to these activities.

**a) Day educational visits arranged to support National Curriculum provision**

Charging

The total cost of the visit i.e. admission charges, travel costs, preparation visits and materials required will be divided equally amongst those children eligible to participate. (Approved recommendation of holiday absences etc. must be taken into account when determining the number of children eligible). Parents will be informed, in writing, of the details and costing of the visit and voluntary contributions to cover the cost will be sought. Should there be insufficient income and support received, the visit may be cancelled and money refunded. Money will not be refunded in the case of any absence.

Remission

The Governing Body delegates to the Head Teacher the discretion to remit part, or all, of the costs in appropriate circumstances, for example, when sponsorship or voluntary contributions enable a general reduction in charges or where parents are in receipt of Income Support or Family Credit.

**b) School Activities**

Charging

Parents will be asked to make a voluntary contribution, towards each activity within the school eg. theatre visits, workshops, baking etc. In cases of hardship the school will cover the costs at its discretion. No child will be penalised if the money is not contributed. However, if enough contributions are not received the activity will be withdrawn.

Remission

As above

**c. Nursery Resources**

Parents are asked to pay £15 per school year, voluntary contribution, towards various nursery resources/activities. No child will be penalised if the money is not contributed. However, if enough contributions are not received the activity will be withdrawn.

**d. Loss, breakages, damage to school property, equipment and books**

Children and their parents will be expected to make good any deliberate damage caused, by funding the complete cost of repair or replacement.

VISIT TO LOOK OUT DISCOVERY CENTRE - FRIDAY 23<sup>RD</sup> MARCH

I give permission for my child .....in xxx Class to be allowed to take part in the school journey mentioned by coach with seat belts.

I certify that, so far as I am aware, my son/daughter is medically fit\* to undertake this journey and associated activities and there are no known health reasons why he/she should not do so. I authorise medical treatment to be provided should this become necessary during the course of the visit.

I understand that those supervising my child are in loco parentis and must exercise a standard of care that would be expected of a reasonably prudent person. The County Council will not be responsible for personal injury or any other damage or loss unless it is negligent.

I voluntarily enclose £xxx to cover the cost of this trip (cheques made payable to Long Ditton Infant School). If the full cost causes any difficulty, please let the school office know.

Signature parent/guardian.....

Date .....

\*Please give details if your son/daughter suffers from any medical condition which, whilst not affecting his/her ability to undertake this journey, you consider the Party Leader(s) should know about.

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I have DBS clearance and would be happy to help on this trip

Name: \_\_\_\_\_