



**Puttenham  
Church of England School**



## **CHARGING AND REMISSIONS POLICY**

**Date of Policy: Autumn 2025**

**Date of review: Autumn 2026**

**Policy type: Statutory and Annual**

***'Our village school strives to provide the best possible education for all its children in a caring and happy Christian community.'***

### **Aim**

Puttenham C of E Infant School aims to value each pupil as an individual and enable them to achieve their full potential ***'to be the very best they can be'*** through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

### **Charging Policy**

At Puttenham C of E Infant School, education during the school day is free. We do not charge for any activity undertaken as part of the National Curriculum, and all our children have equal access to learning. We will invite parents to contribute to the cost of any activity organised to enhance or enrich the curriculum and education of our children. A voluntary contribution for any enrichment activity during school time will be based on the actual costs incurred.

### **Costs**

Any charges made will be based on the actual costs incurred and must not exceed the actual cost of the trip or activity. The principle of best value for money will be applied when the school plans any activity.

### **Voluntary Contributions**

All contributions will be voluntary. However, if an activity cannot be funded without voluntary contributions, there may be a possibility that the trip/activity may need to be cancelled. It will be left to the Headteacher's discretion if the trip/activity can be funded through other funds. There may occasionally be circumstances where meeting the request for voluntary contributions is difficult. Parents are encouraged to speak to the Headteacher to subsidise the costs. Such requests will be dealt with in a sensitive and confidential way.

**School trips/activities**

All trips and activities are to be paid for in advance. If the child is unable to attend due to sickness or any other reason, we may not be able to issue a refund.

**Optional activities outside of the school day**

Puttenham C of E Infant School will set a charge for after school clubs and wrap-around care providers i.e. breakfast/after-school club to cover any costs incurred.

**Breakages and damages**

The Headteacher may exercise discretion to request parents to pay for the cost of replacing damaged equipment, resources or furniture e.g. damaged book, broken window etc.

**Reports**

No charges will be made for the first academic report requested by a fee-paying school but any further reports will incur a fee chargeable to the parents, based on time costs involved.

**Monitoring**

The bank accounts will be audited by The Good Shepherd Trust.