



## Introduction

At Northwood Community Primary School we believe the children benefit from outside visits, journeys, visitors and extra-curricular activities in sport and the creative arts. We follow government regulations on charging. When an event takes place during school time, we ask families of children benefiting to share the cost. Legally, we are requesting voluntary contributions, but if we do not receive enough to cover the cost, plans may be cancelled.

## Remission of Charges

No child is barred from attending because his/her parents have not contributed. Families eligible for benefits, and others the head teacher determines are having financial hardship, are not expected or pressured to pay. We keep such information confidential and handle situations discretely.

## Activities Covered

This policy applies to payments for any books, recorder lessons, children's school equipment (pens, etc.) and school events such as discos.

In KS2 children go on journeys spending 2-4 nights away. Government regulations allow us to charge the cost of board and lodging for children, except for those families eligible for benefits.

## The School Fund

We do not want any child to miss these valuable experiences. The school voluntary fund subsidises the cost, if necessary, so that the entire class can benefit.

## Payment

All payments, including dinner money, should go into an envelope with the child's name, year group and what the money is for. The pupil should give the envelope to their Class Teacher or parents may hand the envelope to the School Office first thing in the morning.

## Queries

If you have a query about a charge, Office staff are available between 8.30 a.m. and 3.30 p.m. to answer queries.