




# HORNCHURCH ACADEMY TRUST

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**Registered Office:** Whybridge Junior School, Rainham, Essex, RM13 7AH  
[www.hornchurchacademy.org](http://www.hornchurchacademy.org)

	<b>Name of School</b>	Upminster Infant School
	<b>Policy review Date</b>	1 <sup>st</sup> July 2021
	<b>Date of next Review</b>	31 <sup>st</sup> August 2023
	<b>Who reviewed this policy?</b>	Mr C W Hobson
	<b>Date approved by Board of Trustees?</b>	

## Charging & Remissions Policy

### Introduction

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum.

### Voluntary contributions

When organising school trips to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. Trustees have agreed that should less than 90% of the total cost of the trip not be paid in voluntary contributions then the trip will be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

- If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit from school fund or delegated funds.
- The school regularly invites theatre groups to school to host workshops / curriculum enriching experiences for which a small voluntary contribution will be requested.

### Residential visits

All residential trips need to be paid in full as these are not classed as voluntary.

### Monitoring and review

This policy is reviewed by the Board of Trustees, and will be reviewed every two years, or earlier if necessary.