



## **CHARGING AND REMISSIONS POLICY**

**Reviewed: January 2018**

**Next review: January 2020**

**Signed on behalf of the Governing Body**

..... *Edd Dunkin*

### **Purpose:**

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents' financial means. We will do our best to provide a good range of visits and activities for all pupils and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

This document defines the policies and responsibilities for charging and remissions at West Tytherley Primary School.

### **School Meals**

All meals taken by children that are not on Free School Meals are chargeable at the appropriate rate. Parents may wish to pay daily, weekly or termly in advance. If a parent develops debt for school meals, the school will ensure the parent receives a series of warnings via letter and face to face communications.

If the debt exceeds £30 then parents will be informed that the child will no longer be able to have a school dinner until the debt has cleared and will have to bring sandwiches to school. If the child arrives without sandwiches the school will telephone home to inform the parent that no dinner is available.

### **Other Income**

Sources of other income (eg. Sale of school uniform) must be fully recorded and all sales must be paid for in advance of receiving the purchased item.

### **Voluntary Contributions**

Parents may be asked to make voluntary contributions to support school activities during or outside school hours. Activities requiring a voluntary contribution from parents should be handled in the following manner:

1. There is no obligation to contribute

2. Parents and children should not be made aware of those who have or have not contributed
3. All pupils will be treated the same whether or not their parents have made a contribution
4. Should insufficient voluntary contributions be forthcoming, the possibility exists that the activity may be cancelled.

### **Charging in Kind**

1. Pupils will be provided with all materials and equipment necessary for practical activities such as art, cooking and technology
2. The school may charge for, or request the supply of, ingredients and materials if parents have indicated, in advance, that they wish to own the finished product
3. Parents who wish to contribute, whether in cash or kind, may do so on a voluntary basis.

### **Residential Visits**

1. Where a school activity involves pupils in nights away from home, a charge will be made for the full cost of board, lodging and transport. This charge will not exceed the actual cost of the provision
2. Part or all of this charge may be remitted for those pupils who qualify for Free School Meals and each case will be considered on its individual merits
3. Where deposits are required to secure places on such visits, these shall in general be non-returnable unless stated otherwise at the time of reservation.

### **Out of School Activities**

1. A charge may be made for any optional activities where they take place out of normal school hours
2. Any such charge must not exceed the actual cost of providing the optional activity divided equally among the pupils taking part

### **Breakages**

The Governing Body may ask parents to pay for the cost of any breakages or damage to equipment or premises where this is the result of a pupil's misbehaviour.