



## CHARGING & REMISSIONS POLICY

The school provides a broad curriculum including educational visits, workshops and cultural events. These activities often involve a financial commitment by the school.

The school endeavours to make these activities self-financing through charging, voluntary subscriptions, subsidies and external grants.

We know that parents value such enrichment activities and would wish them to continue. However, we are not able to offer the full range of opportunities without the help and support of parents.

Whenever financial contributions are requested parents will be notified of costs in advance and a reply slip provided so that commitment to the project can be assessed. If there is insufficient support for an activity, the school may have to cancel it.

### Extra-Curricular Activities.

The school hosts a variety of clubs and activities outside of the school day for the benefit of the children. Any costs involved in such activities will be passed directly to the parents of the children involved. Children eligible for Pupil Premium (those entitled to free school meals and children of armed services personnel) may be able to get support with these costs, parents should speak to the Executive Headteacher.

### Curriculum Enrichment.

We may request voluntary contributions for educational visits, workshops, cultural events and for transport costs. We may also sometimes request voluntary contributions towards costs of ingredients/materials where the child/parent wishes to own the finished product (e.g. cookery and craftwork).

No individual will be excluded from an activity due to parents' inability to pay.

### Residential Visits.

We expect the costs of board and lodging for residential visits will have to be met by parents – children who are eligible for support from Pupil Premium can request up to 100% exemption, other requests for support due to inability to pay are at the discretion of the head teacher but would not be more than 50%, that being the approximate cost of the activities and transport fees; we would expect parents to meet the remaining 50% of the trip's costs which relate to accommodation and food. All residential trips require an initial deposit which is non-refundable should you decide not to attend the trip. A system of paying in instalments is available for residential trips. The full balance must be paid before the trip commences.

### Breakages, Damage and Loss.

The school reserves the right to charge parents for breakages, damage and loss resulting from their or their children's carelessness or wilful damage.



## Cancellation of activities due to insufficient funding.

The Executive Headteacher will monitor all activities involving financial requests. The Executive Headteacher will decide whether or not the activity is viable within his delegated powers. Estimates in the annual budget will include finance to cover losses in this situation.

## Payment for School Lunches

- ◆ Ideally, all school lunches must be paid for in advance; we announce at the start of each half term the cost of meals for the period
- ◆ Where children are having lunches every day, payment half termly in advance is ideal, but preferably at least a week in advance.
- ◆ If children or their parents/carers are ordering meals on an occasional basis then the meal may be paid for on the morning that it is booked.
- ◆ *Hampshire County Council guidance states that the school is **entitled to refuse** to supply a lunch for children whose parents have not paid in advance. We incorporate this guidance within the points below.*
- ◆ If a reminder for outstanding lunch monies needs to be issued to parents then this is as follows:
  - If lunches are unpaid for 2 weeks (10 meals) then a reminder is issued requesting immediate payment.
  - If lunches remain unpaid for 3 weeks (15 meals), a 2<sup>nd</sup> reminder is issued requesting immediate payment.
  - If lunches remain unpaid for 4 weeks (20 meals), a request for immediate payment is issued and notification that, regrettably, no further lunches can be offered to the child.

**If parents are found to be having difficulty meeting costs they will be asked to contact the school to discuss possible alternative arrangements.**

REVIEWED BY GOVERNORS

NEXT REVIEW DATE