

THE FEDERATION OF BURLEY AND SOPLEY PRIMARY SCHOOLS



Charging and Remissions Policy

Date of issue	Spring 2024	Date to be revised	Spring 2025
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Names of relevant post holders

Post	Holder	Post	Holder
Headteacher	Nanette Allies	Chair of Governors	Ian Satchwell

Revision Log (last 5 changes)

Date	Version No	
11/05/2023	1	Chair of Governors changed to Ian Satchwell
03/01/2024	2	Policy updated

Introduction

The Federation of Burley and Sopley Primary Schools offers a broad and balanced curriculum aimed at meeting the needs of all children.

Additional activities may be offered to further enhance and enrich the curriculum. It is our intention that all children have an equal opportunity to benefit from such activities regardless of financial status.

The purpose of this policy is to ensure clarity over those items which the school provides for free and for those that may incur a charge.

We may ask for a voluntary contribution for those activities that take part during the school day and no child is excluded from any such activity on the basis of non-contribution.

Wrap Around Care

This relates to all school led breakfast and after school clubs.

Charges will be made for all services via Scopy.

Payment should be made in advance.

Fees are regularly reviewed by the headteacher.

After School Clubs

This relates to after school clubs run by a third party.

Fees are set and paid directly to the provider.

Educational Visits

This relates to school trips taking place during a normal school day.

A charge will be incurred for the cost of transport, venue and/or additional activities taking place during the trip.

The schools do not make a profit from this charge.

All charges are voluntary and made via Scopay.

No child will be excluded due to a parent's inability to pay.

If sufficient contributions are not made the headteacher - in collaboration with the governing body - may cancel the trip.

Residential Visits

A charge will be incurred for the cost of transport, board and lodging. No charge will be made for activities that take place during the school day.

All charges are voluntary and made via Scopay.

Parents will be notified up to 12 months in advance of the trip and payment will be requested in instalments.

No child will be excluded due to a parent's inability to pay.

If sufficient contributions are not made the headteacher - in collaboration with the governing body - may cancel the trip.

Optional Extras

We may request voluntary contributions from time to time for items such as snacks, ingredients, books, consumable DT resources etc.

No child will be excluded from an activity due to a parent's inability to pay.

Breakages, Damage and Loss

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

School Lunches

Payment is made via Scopay.

Reminders will be sent to parents with outstanding debt.

No child will be refused a school lunch due to a parent's inability to pay.