

Kimpton, Thruxton and Fyfield Church of England Primary School	Effective Date:	May 2016
Policy and Procedure Statement		
<b>Charging and Remissions Policy</b>	Revision Date:	May 2017
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	Approval by the Full Governing Body:	May 2016
	Signed: <i>Margaret Rome (Chair of Governors)</i>	
Head Teacher	Mrs Zoe Newton	
DSL	Mrs Zoe Newton	
Senior Admin Officer	Mrs Nicki Browne	

### Introduction

We do not charge for any activity undertaken as part of the National Curriculum.

### Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. 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.

Sometimes the school pays additional costs in order to support the visit. The PTA may also make contributions towards trips. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school to enhance the curriculum, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums and historical sites;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- fieldwork activities;
- musical events.

### Residential visits

- 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.
- 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.
- 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.

### **Optional activities and tuition**

The school offers various after school clubs organised by an external provider. Where the school is charged for this provision by the peripatetic teacher or sports coach, this cost must be paid for by the parent in advance. If the parent falls into arrears with payment, the school has the right to refuse access to the provision until payment has been made.

### **Government Acts**

The Governing Body has determined:

- to charge the statutory maximum fee in respect of a request made under the Data Protection Act 1998
- to charge a fee not exceeding the cost of supply in respect of a request made under the Education (Pupil Information) (England) Regulations 2005; and
- to charge a fee, in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000.

### **Breakages and damage**

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

### **School dinners**

All meals taken by children that are not on Free School Meals are chargeable at the appropriate rate, currently £2.10 per meal. Parents may wish to pay daily, weekly or termly in advance. By paying in advance, debts should not accrue, however, if this does happen, parents are reminded that should the debt exceed £30, the child will no longer be able to have a school dinner until the amount is cleared. The school will communicate outstanding amounts to the parent in the following way:

1. Weekly reminders, by text, are sent to all parents with outstanding debts.
2. A warning text will be sent when the debt is approaching £30 to say that meals will not be provided after this amount.
3. Debts exceeding £30 - child no longer able to have a school dinner

*NB: the above has been changed to reflect current practice*

The school understands that parents may have difficulties making payments from time to time and every communication with the parent also offers a meeting with the Senior Admin Officer to discuss the situation and look at ways that the school can help to resolve any issues. We wish to work with parents in the best interests of the child's welfare at all times.

### **Other Sales**

All other sales must be paid for in advance.

### **Breakfast Club**

The school offers an optional breakfast club to pupils from 8.10 a.m. until 8.40 a.m., for which there is a charge of £2.50 with food and £2.00 without food. Breakfast club is offered at no charge to those in receipt of Free School Meal entitlement. (Not UIFSM)

### **Hiring and Letting of the school's facilities**

At present the school rarely lets its facilities but a Lettings Policy is now in place for such events.