

THE FEDERATION OF BURLEY AND SOPLEY PRIMARY SCHOOLS



Charging and Remissions Policy

Date of issue	November 2022	Date to be revised	November 2023
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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	
2019	1.0	
15/11/2022	2.0	
11/05/2023	2.0	Chair of Governors changed to Ian Satchwell

Introduction

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.

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

The actual cost of board, lodging and transportation for residential trips will be charged directly to the parents. No residential trip will be regarded as essential or compulsory. Cases of financial hardship will be considered on an individual basis. As for educational visits, these are non-profit making. Parents who can prove they are in receipt of benefits may apply for help towards payment for the cost of board and lodging after discussion with the Headteacher.

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

Damage or Loss to School Property

Legally parents can be asked to pay for damage to and/or loss of school property, however we do not usually charge for accidental damage to property. We would consider making a realistic charge where property has been wilfully damaged or where books or equipment belonging to the school has been misused or lost. If a book or piece of school equipment is lost, after a request to find it, parents/carers will be asked to pay towards the replacement cost of the item.

Payment for School Lunches

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 2nd 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.