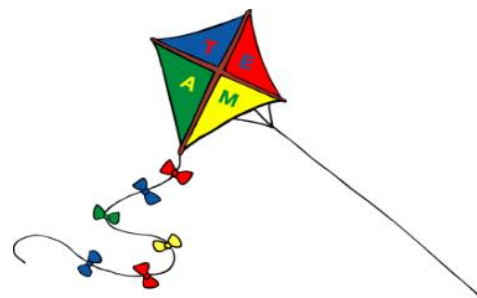


# Twyford St Mary's C of E Primary School

## Charging and Remissions Policy

### **Policy Statement**

The governors and staff of Twyford St Mary's C of E Primary School are committed to the provision of high quality education free of charge. We believe that School visits, outside activities and in-school events enhance the learning experience of all children and that these should be available to all children regardless of their parents/carers financial means. However, due to budgetary constraints there are activities of sound educational value which cannot be funded solely by the school and in such cases, payment may be requested.



This policy is designed to establish a consistent approach to charging and remissions and complements the Single Equalities Scheme, Off-site Educational Visits Policy and the Teaching and Learning Policy.

### **School Meals**

Hampshire County Council's caterers (HC3S) provide traditional and balanced meals each day. For Children in Key Stage 1, meals are provided free of charge under the Government's Universal Free School Meals initiative. For children in Key Stage 2, the price of school meals is published on the menu from HC3S which is available on the school website. Changes to the cost of school meals will be notified to parents via newsletters.

Meals should be paid for in advance or on the day that the meal is taken. Payment should be made using our online payments system although we can also accept cash or cheques made payable to Hampshire County Council. Any amounts prepaid will be carried over to the next term / academic year. Upon leaving the school, any outstanding credit amount will be returned to the parent / carer.

If payment is not received in advance or on the day that a meal is taken, parents will be contacted in line with the **School Meals Debt Policy**. If outstanding dinner money is not settled promptly the school may decline to provide school meals until the debt is repaid. In such cases the child will need to be provided with a packed lunch.

Free school meals are available for children whose families are in receipt of certain welfare benefits. Parents can check their eligibility and make an application online at: <https://www.hants.gov.uk/educationandlearning/freeschoolmeals>

### **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 although if insufficient contributions are received, we may have to cancel further trips.

If a parent/carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents/carers. These activities are known as 'optional extras'. This list is not exhaustive:

- Daytime educational visits
- Residential educational visits (see 'Residential Visits' for board and lodgings)
- Transport to /from sporting activities
- Workshops provided by specialist providers, e.g. Young Shakespeare Company
- Some articles that are made in clubs or lessons and are taken home
- Dressing up and non-uniform days for charities
- Food and presents for school parties and barbeques

If parents/carers are experiencing financial difficulty, they are invited to write in confidence to the Headteacher.

A receipt will be given for all payments received and financial accounts kept in accordance with HCC regulations.

### **Residential Visits**

For residential visits which are organised in school time or mainly school time and the purpose of which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodgings. We will also ask for a voluntary contribution to include other expenses such as travel expenses.

Parents will be given at least 6 months' notice of the cost of any residential visits and a non-refundable deposit will be requested to secure the child's place, the amount of which will be determined by the venue's policy. Payment of the final balance can be made in instalments or in one amount provided that full payment is received by the date of the trip.

If parents are experiencing financial difficulty, they are invited to write in confidence to the Headteacher.

### **Music Tuition**

All children study music as part of the school curriculum for which no charges are made.

The school is also able to provide peripatetic music tuition through Hampshire Music Service. As the school is required to sign-up for music teachers for the whole academic year, commitment for peripatetic music tuition must be made for the whole year. An annual charge will become payable at the beginning of the Autumn Term. Parents are asked to pay in advance or in instalments using the Online Payments System.

Should a child decide that they do not want to continue with an instrument during the year, parents will still be liable for the cost of tuition for the remainder of the academic year unless the place is filled by another child.

Notice to discontinue peripatetic music lessons for the following academic year must be made in writing to the school office by the end of the Spring Term.

The school may be able to cover the cost of peripatetic music tuition for any children who wish to learn to play an instrument but whose parents are unable to fund this activity. The criteria for providing this financial support are:

- Entitlement to Free School Meals (not Infant Universal Free School Meals) or Pupil Premium Grant
- Exceptional circumstances explained to the Headteacher

### **Extra Curricular Activities**

The school offers additional after-school activities such as R & R Football (Mondays), Streetdance, Saints Foundation Football, Fencing and Gymnastics. As these sessions are organised and run by qualified instructors, who are not members of the school staff, payments must be made direct to the organisers.

The exceptions to this rule are Netball, Hockey and Wednesday Football, for which there is no charge as these are either run by volunteers or subsidised by the PTA.

### **Swimming**

The school organises swimming lessons for years 4 and 5 and those in year 6 who are not meeting National Curriculum standards. The lessons take place in school time during the summer term and as they are part of the School curriculum, the school makes no charge for them.

### **Damage or loss to property**

Parents may be asked to pay for or towards the cost of making good damage to or loss of school property. Examples may include defaced books, broken furniture or windows where this is the result of a child's behaviour / negligence. This also includes lost library books.

### **Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who are in receipt of the following support payments:

- Income Support
- Income-based jobseekers allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed element of State pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils and this will be determined by the Headteacher.

**Date of Policy Approval:** March 2017

**Date of Next Review:** March 2020