



Langenhoe Community Primary and Pre-School

Charging and Remissions Policy

Introduction

At Langenhoe Community Primary and Pre-School our aim is to for children to enjoy a quality educational experience within a positive, caring and friendly environment. To achieve this they need access to a broad and relevant curriculum and experiences which are stimulating, purposeful and promote a joy of learning.

We believe that visits are an extremely important and valuable part of a child's primary education; as are a variety of curriculum enrichment activities such as food technology or clay work whether provided in class or as an extra-curricular activity.

Voluntary contributions

No charge can be made where education is provided wholly or mainly during school hours that are part of the national curriculum. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums during school hours.

Due to financial constraints it is not possible for the school to provide the rich curriculum that it offers without voluntary contributions by parents for some activities.

The school requests a 'voluntary contribution' or 'donation' towards the cost of providing activities within and outside school hours; such as educational visits or swimming lessons.

The pupils of the parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make an activity possible, and there is no way to make up the shortfall, then it will be cancelled.

The school will not seek to make any profit from voluntary contributions, and will endeavour to keep all costs to the minimum amount.

Sometimes the school pays additional costs in order to support the visit or the cost of visitors to the school.

Consideration will be given to the number and type of visits planned for each year and whenever possible opportunity will be given for parents to pay in instalments.

If you have difficulty, please speak to Mrs Martin as soon as possible.

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

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school residential visits ;
- musical events.

Residential trips

Parents are charged for the cost of board and lodging during residential school trips. This cost will not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, pupils whose parents are in receipt of the following support benefits will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income Based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £13,910
- Guarantee element of State Pension Credit

A similar entitlement applies where the trip takes place outside of school hours but it is a necessary part of the National Curriculum, or Religious Education. If the trip takes place outside school hours and **does not** form part of the above, the school can make a charge for transport.

Instrumental Music tuition

A charge will be made for instrumental music tuition.

Charges for “finished products”

We will make a charge to cover the costs of materials/ingredients for subjects such as design, clay work or food technology where the parents have indicated in advance that they would like their child to bring home the finished product.

After School Clubs

Where costs are incurred by the school outside of its normal operational requirements, for example, in the provision of an after school cookery club, this cost will be forwarded to the parent of any child participating in such a club. Notification will be given to parents/carers, in advance of the child signing up, that a charge will be made to cover the club's activities. No profit will be made through such a charge.

Clothing

Although no charge can be made for “equipment” for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents will therefore be asked to provide their children with such things as PE kit and sports kit.

School Dinners

Other than for those children eligible for free school dinners, a charge per meal is levied on children wishing to have a school meal. If a parent falls into arrears after one week, a reminder letter is sent requesting payment. If at the end of the second week further arrears have been occurred, a phone call will be made to discuss options for payment. After three weeks, if no payment has been made, and no agreement reached, a phone call will be made to ask for a packed punch to be sent to school or for the child to be collected for a home dinner. This action will be confirmed in writing to the parent/carer. The charge for the school meal will be reviewed in July each year with any necessary changes coming into force in September.

REMISSIONS

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body can offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The Governing Body can remit in full or part the cost for other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity, such parents will be invited in confidence, for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Governing Body.

Monitoring and review

This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.