

Luckington Community School

Charging and Remissions Policy



"Learning, Living, Laughing"

Date Reviewed	Date Ratified	Next Review
January 2025	January 2025	January 2026
Related policies Pupil Premium Strategy, Sports Premium Strategy, Data Protection policy		

Our School Values are;

Respect, Resilience, Honesty, Positivity, Compassion, Forgiveness and Reflectiveness

1. Introduction

This charging policy has been compiled in line with DfES requirements and in accordance with the Education Act 1998.

2. School Trips

1. Day Trips: No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum - BUT see Paragraph 9 relating to voluntary contributions.
2. Residential Trips: for residential trips which are not essential to the National Curriculum a charge will be levied to cover the cost of the trip (including items such as transport, board and lodging, entrance fees to places of interest and extra activities).

3. Materials and Textbooks

1. Where a pupil or parent wishes to retain items produced as a result of art, craft, design and technology a charge may be levied for the cost of the materials used. Textbooks are provided free of charge but in some subjects, additional revision guides are available, for which a charge is made.

4. Music Tuition

1. The school or provider levies charges in respect of individual music tuition and group tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

5. Activities Outside School Hours

1. No charge will be made for activities outside school hours that are part of the National Curriculum or religious education. Likewise, no charge will be made for activities led by teachers, support staff and/or parents on a voluntary basis. However voluntary contributions towards materials, e.g. cookery ingredients, may be requested.
2. For all other activities outside school hours a charge up to the cost of the activity will be levied.
3. When signing up to an activity where a charge is outlined, the parent/guardian is committing to paying this. If payments are not made then children will not be accepted on future chargeable clubs until the debt is settled. Please refer to section 11 if there is difficulty in making these payments and section 12 for our debt recovery procedure.

6. School Meals and Refreshments

1. A piece of fruit is provided free of charge at mid-morning break to Key Stage 1 pupils.
2. At the same time pupils may purchase a glass of milk (current cost 28 pence per day). Pupils who have not yet reached their fifth birthday or who are eligible for Free School Meals are exempt from this charge.
3. Fresh drinking water is available at the lunch table and throughout the school day.
4. School Lunches, sourced from the 'Old Royal Ship', are charged at £3 per meal.
5. In order to maintain the current provision in the light of the free school meals initiative for EYFS and KS1, we ask for a voluntary contribution from parents.
6. Menus are available on the school website and meals must be booked in advance for the following week on the Friday before.
7. All meals and drinks must be paid for in advance - by Monday morning at the latest. Application forms for Free School Meals are available from the School Administrative Officer.
8. In cases where a meal has been booked but where the child is absent due to sickness a meal credit will be given and carried forward to a future week - no cash refunds will be paid. If the child is in school when the meal is ordered but sent home the same day before the meal is consumed, then unfortunately the meal will not be refunded.
9. If a child has a school meal that has not been paid for, this will be added to the School Money account. This should be paid for in the week the meal was taken. payments will be chased if this has not been paid. See paragraph 12 relating to recovery of debts.

7. Financial Hardship & Pupil Premium

1. It is very important to us that no child's educational experience should be affected by their family's financial situation. Every year, we received additional funding for children in receipt of the Pupil Premium grant. We use this additional funding to help ensure that all our children get the best education possible. Each year we put aside an amount of the funding to support families with school related costs, for example, we have been able to reduce the cost of residential or school trips. If you ever feel that you need support in this area, please just let us know using this confidential email address; assistance@luckington.wilts.sch.uk

8. Damage/Loss to Property

1. A charge will be levied in respect of wilful damage, neglect, or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair or such lower cost as the Headteacher may decide.
2. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party where the cost has been recharged to the school. The charge to be the cost of replacement or repair or such lower cost as the Headteacher may decide.

9. Voluntary Contributions

1. Where the school cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the school the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible then it will be cancelled.

10. Other charges

1. The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

11. Remissions Policy

1. Where any parent/guardian has difficulty in meeting the charges outlined in this policy he/she may approach the Headteacher who will consider a reduced fee and/or a flexible payment arrangement. Each case will be treated in the strictest confidence.
2. The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity if it feels it is reasonable in the circumstances.
3. The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil if it feels it is reasonable in the circumstances.

12. Debt Recovery

1. Debts are reviewed at Governor meetings.
2. Any debts relating to school dinners will be chased after five days and will result in a phone call home to ask for a packed lunch to be provided. If this doesn't happen, then the child will have a school dinner and a meeting will be arranged with the headteacher to discuss potential safeguarding concerns as the child has not been provided with a lunchtime meal.
3. Further to section 5, payments for clubs should be made before the club commences, however if payment has still not been made after 14 days of the club starting, then the child may not be able to continue attending this club until the debt is paid, and will be unable to book onto another chargeable club until the debt is cleared.
4. The school reserves the right to begin legal proceedings to recover outstanding debts.