



Learning through *Exploration*  
Reaching Our Full *Potential*  
Inspiring the *Future*  
*Explore, Achieve, Inspire*

## LEADENHAM CHURCH OF ENGLAND PRIMARY SCHOOL

### CHARGING AND REMISSIONS POLICY STATEMENT

This policy was agreed at a meeting of the Finance and Resources Sub-Committee on the 25<sup>th</sup> May 2016 and was ratified at the Meeting of the Full Governing Body on the 2/12/16.

This Policy will be reviewed as necessary and at least annually in line with each financial year.

Headteacher M. N. [Signature]

Chair of Governors J. Couzens

All policies are written in accordance with the Keeping Children Safe in Education Safeguarding document and the Working Together to Safeguard Children document. All policies are amended in light of any new safeguarding updates.

The School operates a policy in line with county documents which state that no charge can be made for any activities that take place in school hours although parents may be asked to make voluntary contributions to cover costs of visit or trips.

#### 1. Introduction

The Governing Body recognises the valuable contribution that the wider range of additional activities, including trips and residential visits can make towards pupils' personal and social education.

The Governing Body aims to promote such activities, both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

#### 2. Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

**Residential Visits** – If the school organises a residential visit in school time we include charges for the education and travel expenses as well as the cost of board and lodging.

**Swimming** – The school organises swimming lessons for the Junior children at Sleaford Leisure Centre. These take place in term time and are part of the National Curriculum. The school asks for contributions towards tuition, pool hire and transport costs.

**Music Tuition** – All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons, which are costed precisely according to the hourly charge made by the Music Support Service. Remission policies are in place to support pupils entitled to Free School Meals. Parents are provided with details of the charges, prior to the start of each academic year.

**Hot School Meals** – The School has a contract with The Farm Kitchen to provide hot school meals on a daily basis. In addition to the cost of the meal parents are charged a small additional amount to cover administration costs. (Parents currently charged £2.50 per meal). All meals are now ordered and paid for on line with The Farm Kitchen. All children in Reception, Year 1 and Year 2 receive a free hot school meal as part of the Universal Infant Free School Meal grant. For parents who are eligible for free school meals, applications are processed through the LCC Data Collect to verify eligibility before allocating a daily free school meal. These are reviewed on a regular basis to ensure continued eligibility.

**Milk** - School milk is free for all under-fives and is subsidised for pupils aged five or older. Any child who is entitled to a Free School Meal will not be charged. The school will pay for this from Pupil Premium. Parents register directly with Cool Milk if they wish to participate in this scheme.

**School Visits** - When organising school visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute towards the cost of the visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we reserve the right to cancel a visit. If a visit goes ahead, the school bears additional costs when insufficient contributions are made. Visits often include children whose parents have not paid any contribution. We do not treat these children differently from any others. The Parents and Friends of Leadenham School often contribute towards the cost of educational visits from their own funds raised.

**Charging in Kind** – The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: Cookery, Needlework and Craft. The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finalised product.

**School Lettings** – The school will adopt Lincolnshire Children's Services Committee recommended charges for use of educational premises. The establishment will decide whether or not there is a need for a caretaker to be in attendance and if this is the case a charge will be made in accordance with the latest fees.

**General** – The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

**Pupil Premium** – Pupil premium funding is also used to support eligible children (including free school meal, looked after and services children) towards the cost of educational visits.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

### **3. Remissions**

In cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body may invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chairman of Governors.