



THE BISHOPSWOOD SCHOOLS FEDERATION

CHARGING AND REMISSIONS POLICY

Aims

The aims of this policy are to:

- (i) Provide guidance and a point of reference for Staff, Governors, parents and other bodies/individuals who may wish to know how charging and remissions are dealt with in our school;
- (ii) Ensure the Charging and Remissions Policy is applied consistently throughout the Federation.

Charges

The school will apply any charges levied by the LEA for services which it provides and also the remission arrangements which the Authority considers appropriate. The school reserves the right to levy a charge in any circumstances permissible under the Education Reform Act.

Voluntary Contributions

We aim to provide opportunities for educational visits out of school, for visitors to come into school and to show the children examples of excellence eg. Musicians, sportsmen and women. Teachers are encouraged to organise visitors to school and outside visits in order to enrich the curriculum for children.

Parents may be asked to make voluntary contributions for any visit or journey organised by the school and approved by the Governing Body or delegated Committee. The matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity, which is funded through voluntary contributions. The school reserves the right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place. Should a pupil be absent on the day of a visit, a refund can only be made in respect of entrance fees, not travel costs.

Remissions

The Governors will apply the statutory minimum remissions to any charges, which they make: that is in respect of pupils whose parents are in receipt of income support or family credit. Any further remission of charges will be at the absolute discretion of the Governors.

Breakages

The Governors reserve the right to ask parents to contribute to the cost of replacement items incurred as a result of breakages, loss or damage of books, equipment or material other than normal fair wear and tear.

Charging in Kind

Where parents indicate in advance that they wish to own the finished product of a practical activity they may be asked to provide or pay for ingredients, material, equipment etc. needed.

No child will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

Music Tuition

Music tuition provided by the Hampshire Music Service, is available to pupils upon receipt of a contribution towards the overall cost. As the school has to commit to the tuition in the Summer Term for the following academic year, parents are asked for a deposit of £50, with the balance payable at the beginning of the school year.

- Should a pupil commence tuition part way through the year the amount will be apportioned.
- Where a pupil withdraws from tuition during a year a refund can only be considered if the allocated music slot can be filled by another pupil.

The level of contribution will be reviewed annually in line with the charges from the Hampshire Music Service. Only in exceptional circumstances, approved by the Governors, will tuition be provided without payment.

Procedures for Residential Visits

As residential trips are voluntary and parents have the choice to send their child, the full cost of the trip can be charged including travel. If it is known that a child may be unable to attend due to financial hardship within the family, consideration will be given to applying to the County and local charities for assistance.

Dinner Money

Pupils requiring a school meal are requested to pay for meals in advance at the rate applicable at that time, unless they have applied and qualify for free school meals.

Parents will be invited to apply for free meals each term. Those that qualify will automatically be sent renewal forms thereafter on a termly basis. If a parent has failed to renew their application for free school meals and no payment is received, the above procedure will apply. Applications which the school office is unable to approve will be sent to the DSS for approval – meals will continue to be provided up to a maximum of three weeks, whilst approval is awaited. If the application is denied, any meals taken will be charged retrospectively.

Outstanding dinner money will be dealt with as follows:-

- The school office will chase for outstanding payments on a weekly basis for those where debts total five meals.
- Where a debt remains outstanding beyond two weeks (i.e. ten meals), a letter will be sent requesting payment and advising that the school will no longer be able to provide meals.
- In the event of a person defaulting for a second or third duration, the final stage letter will be sent at the end of the first week in which the default occurs.

Where a family (more than one child) debt is accrued meals may be withdrawn after one week (i.e. five meals per child) at the discretion of the Executive Headteacher.

Returned Cheques

Cheques returned unpaid are received from the County Treasurers Department approximately 3 weeks after banking. The school office will contact the drawer and request a replacement payment, which may be by cheque. If further cheques are returned by the same drawer within the same school term, consideration will be given to refusing future cheque payments.

Chases for Payment

The following methods for chasing payment may be used:-

- Verbal request via child
- Reminder via Home-school Book
- Letter or email home