



THE BISHOPSWOOD SCHOOLS FEDERATION

CHARGING AND REMISSIONS POLICY

Aims

The aims of this policy are to:

- 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;
- Ensure the Charging and Remissions Policy is applied consistently throughout the Federation.

Charges

The school will apply any charges levied by the Hampshire Local Authority 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 e.g. 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. Governors will be informed by the Executive Strategic Business Leader (ESBL) through the Resources

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.

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. 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.

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

Policy Reviewed: February 2026

Next Review: November 2027