



CHARGING AND REMISSIONS POLICY

AUTHOR	REVIEWED	NEXT REVIEW
R. HORTON	NOVEMBER 2018	NOVEMBER 2019

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition. We give parents information about additional music tuition each academic year.

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. 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;
- musical events.

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the educational element. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to



contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

Materials used in certain lessons (e.g. cooking activities)

Where parents have indicated in advance that they wish to retain the finished product, school may make a charge, in cash or in kind, for ingredients, materials or other incidentals to the provision of education.

School photographs

A charge will be made for school photographs by the company undertaking the work on behalf of the school.

School uniform

The school has linked with various suppliers for certain items of school uniform that contain the school logo. Book bags, water bottles and hats are available to purchase from the school; monies will be collected, logged appropriately and banked in a timely manner in line with Leeds City Council's financial regulations.

Milk

Charges will be passed on to parents in accordance with Leeds City Council's guidelines. Again, monies will be collected, logged appropriately and banked in a timely manner in line with Leeds City Council's financial regulations.

Dinner money

Dinner money must be paid weekly in advance, although parents can make arrangements to pay online, or for longer periods such as monthly or half termly. Parents must give two weeks' notice if they wish their children to stop having school dinners. Arrears will be notified and chased by Leeds City Council where appropriate, and parents will need to provide packed lunches until arrears are paid off. As before, monies will be collected, logged appropriately and banked in a timely manner in line with Leeds City Council's financial regulations.



Nursery Pupils: Late Arrival/Pickup Policy

Please advise the nursery immediately if you will be arriving later than the pre-arranged time to pick up or drop off your child. It is the parents' responsibility to ensure that children are picked promptly at the end of their session. If you are not able to pick up your child by these times alternate arrangements must be made. Parents agree to pay a charge of £2, for every five minutes that their child has not been picked up without prior warning. Parents will be notified in writing of any charges which are incurred as a result of the late collection of a child. Payments must be made at the School Office.

Wilful damage or loss to property or equipment

Charges may be levied to parents for any willful damage of school property/equipment. They may also be levied for any item that has been lost, e.g. library books etc.

Staff related costs

Private telephone calls: will be charged to staff in line with Leeds City Council's charges policy.

Photocopying: charges in line with costs incurred; the Office Manager can authorise personal use of the photocopier.

Goods and services ordered through the school budget MUST NOT be ordered specifically for staff personal use.

Lettings and leasings

See separate policy.

Any other ad hoc charges are to be levied against parents/carers or staff that the GB feels appropriate in line with Leeds City Council's financial regulation and the content of this policy.

Remissions

There may be cases of family hardship which makes it difficult for pupils to take part in particular activities for which a charge is made. In such cases the Governing



Body invites the parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher, if necessary in consultation with the Chair of Governors. It would normally be expected that evidence of hardship be provided (e.g. parents in receipt of Income support, Family Credit etc). It is at the Head Teacher's discretion whether to authorise the remission of charges.

