



CHARGING & REMISSIONS POLICY

Author:	Principal
Approval needed by:	LGB
Consultation required	Director of Finance
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At Horninglow Primary: a de Ferrers Trust Academy, all educational visits and activities support and enrich the work we do in school.

Parents can only be charged for activities that happen outside school hours when these activities are not necessary as part of the National Curriculum or religious education. Charges may be made for other activities that happen outside school hours if parents agree to pay.

Educational Visits

Where the school arranges day or half day educational visits, during term time, parents will be asked to make a voluntary contribution to the cost of travel and admissions fees.

In the cases of hardship, you are asked to talk to the Principal. Children entitled to free school meals can have a sandwich lunch to take with them.

Unfortunately, unless parents contribute the necessary amount then the visit cannot go ahead as we are not allowed to use one child's money to subsidise another.

Parents should be aware that before the cost is made known to them, the school has usually subsidised the activity from school funds. We actively try to ensure that costs for parents are as low as possible.

If a KS2 class or group visit a residential outdoor education centre, a charge will be made, this will be determined by the Principal when the visit costs are known. There will be a subsidised rate for those entitled to free school meals.

Activities in school

Where children make items in school and wish to keep them, the policy is that no charge should be made for them.

Where a child loses a schoolbook or deliberately breaks or vandalises any items of school property parents will be asked to pay for its repair if possible, or its replacement, if not repairable according to the following schedule of payments:

- Up to £25 the full cost
- Over £25 -£25 plus at least 50% of the cost over £25
- Photocopying of school documents at a cost of 10p per page.
- If the property is the private property of another person, the cost for replacement or repair will be asked for.

Musical tuition in school

Music as a curriculum subject is provided free of charge but for any private musical tuition, payment is a parental responsibility with the provider and as such the school has no control over.

School Dinners

Charges are also made for school dinners, which parents are responsible for unless they qualify for Free School Meals under the Government determined criteria.

Payments for such meals should be made at the beginning of the week they are taken. If a debt reaches £25.00 then an invoice will be raised directly to the parent. With this invoice parents will receive notification of the risk that should the debt not be paid off, we will be unable to continue to provide school dinners.