

# F4 – Charging, Remissions and Money Sent into School policy

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## Contents

1. Introduction .....	1
2. Charging Policy .....	1
3. Voluntary Contributions.....	1
4. Remission of charges .....	1
5. Dinner Money .....	2
6. Class Funds.....	2
7. Payment for activities .....	2
8. School vehicles.....	2

## 1. Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

## 2. Charging Policy

In accordance with the Education Reform Act 1988 charges are only made for:-

- a) Board and lodging on residential trips
- b) Activities which are not part of the school curriculum, are 'optional extras', or which fall outside of school hours (i.e. 50% or more takes place outside school time).
- c) After School Clubs (£5 per session)
- d) Holiday Club (£25 per session)

## 3. Voluntary Contributions

These are requested for a number of activities including outings, visits and residential trips. It is made clear to parents that the activities are educational in nature, but that there is no obligation to contribute and that pupils will not be treated differently if parents decline to contribute. Some activities may not continue if insufficient parents choose to make a voluntary contribution.

## 4. Remission of charges

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are: Income Support (IS),

Income Based Jobseekers Allowance (IBJSA), support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided that Working Tax Credit is not also received or the guarantee element of State Pension Credit.

## 5. Dinner Money

- a) Parents are encouraged to use ParentPay for the payment of school meals.
- b) At the end of the week letters will be sent home to remind parents of any outstanding amounts.
- c) If cash is sent into school it should be in a clearly marked envelope.
- d) School dinner money cannot be paid directly into the school bank account.

## 6. Class Funds

Classes may ask parents to contribute £5 per term for class funds. This is to cover items such as squash and snacks.

## 7. Payment for activities

Cash can be sent into school in a clearly marked envelope or payment can be made directly into the school bank account.

## 8. School vehicles

We do not charge pupils if they are transported in school vehicles.

Written by:	Bev Smart – Business Manager
Approved by:	Chair of Resources Committee - Andrew Phillips
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