



**LEAVESDEN GREEN JMI SCHOOL & NURSERY**

**CHARGING AND REMISSIONS POLICY**

**Autumn 2016**

## **INTRODUCTION**

The Governing Body wishes to align this policy with the Local Authority's charging policy as stated in the Handbook of Financial Regulations **Part 3, Section 22, Appendix A.**

The Governing Body recognises the valuable contribution that additional activities can make towards the children's personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional activities.

## **Charges**

The Governing Body **RESERVES THE RIGHT** to authorise a charge in the following circumstances for activities organised by the school;

### **Activities outside school hours**

The full cost for each parent for activities deemed to be optional extras taking place outside school hours such as Theatre and Concert visits.

After School club and breakfast club are non profit making clubs and parents who use them must make sure that full payment is made before attending. After school club must also be booked a numbers as limited due to staffing ratios.

### **Charging in kind**

The Governing Body may charge for ingredients and materials or require them to be provided, if parents have indicated in advance that they wish to own the finished product. Eg. A standard charge of 60p towards the cost of ingredients for cooking where the product is going to be taken home.

### **School Meals**

The school provider is Caterlink. Meals must be paid for before being taken up. Parents pay online using the Caterlink link on the school website. No meals will be provided if there is no credit on the account. School will contact parents who can either pay online or bring in a packed lunch.

No child would be allowed to miss a meal and in the rare occasion that payment is not received school will provide a light lunch alternative.

### **Instrumental lessons**

Charges are made in agreement with Herts music service and cover the cost of tuition for either individual or group lessons. Remission of fees is made available. Half a term's notice to cancel lessons is required.

The Governing Body may also charge for the cost of repair and/or replacement of items wilfully damaged or loaned and subsequently damaged or lost.

## **Remission**

The school will aim to provide assistance for children from families in financial need and parents are advised to contact the Headteacher in confidence.

The school provides information to all parents regarding remission of fees for Free school Meal information.

Where ever possible school will offer payment cards to assist parents/carers with supporting school events with voluntary contributions/full payment and will inform parents of forthcoming visits as early as possible to enable families to manage payment appropriately.

## **VOLUNTARY CONTRIBUTIONS**

Legislation does not prevent the school from asking parents for a voluntary contribution towards the cost of a given activity or visit. This contribution, however, must be optional, and with prior parent agreement.

Parents are asked therefore to contribute voluntarily towards the cost for:

- Educational visits to museums, theatres and other sites of interest which support the children's learning
- Visits by authors, poets, environmentalists, puppeteers, theatre groups and other experts who come into school to extend the children's knowledge and experience.
- Contributions towards snacks, cooking and other consumables.

## **ADDITIONAL ACTIVITIES LIKE COOKING, SCHOOL OUTINGS AND DAY TRIPS WILL ONLY OPERATE IF PARENTS PROVIDE THE VOLUNTARY CONTRIBUTION SUGGESTED BY THE SCHOOL**

If only some were to do this and it was considered that insufficient funds were available to make the proposed activity viable, school outing or day trip may be cancelled.

The school looks forward to the support, understanding and generosity of parents.

## **Refunds**

It is the school's policy to refund surplus amounts made on any particular activity, if that amount exceeds £5 per child. Amounts less than this will be absorbed within the school's funds for related expenditure. In some cases, parents may be advised that a contribution is non-refundable to protect the activity being viable for all the other children.

**MILK:** No refunds are given for milk not taken, as this has to be pre ordered and paid **for** regardless.