

# Itchen Abbas Primary School

## Charging and Remissions policy



At Itchen Abbas Primary School, we believe that all children should have an equal opportunity to access and benefit from special school events, activities and school visits regardless of their parents' financial means. We strive to ensure the school provides a broad and varied range of activities to enhance the curriculum, and at the same time, try to minimise the financial barrier that may prevent some pupils from taking full advantage of the opportunities on offer to them.

### **Voluntary Payments**

Voluntary contributions are requested from parents/carers for activities and outings that are run during the school day that incur costs for the school e.g. class visits, theatre visits to and by school, cooking and design where the finished product is taken home, etc.

Requests for such contributions will be made to the parents/carers by letter at the time of the activity and emphasis the voluntary nature. Parents who do not make such contributions will be treated no differently from those who do. If the activity cannot be funded without voluntary contributions, the parents/carers should be notified of this from the outset. If insufficient contributions are raised the trip or activity may have to be cancelled. Parents/carers are not obliged to make these payments, however, if enough contributions are not made, the proposed activity will be cancelled.

### **Exceptions**

Pupils entitled to free school meals (but not the Universal Infant Free School Meals Offer) or whose family receives Job Seekers allowance, Income Support or Family Credit are not charged.

At the discretion of the Headteacher exception to this will be:-  
In cases of known hardship, the school will offer to pay part or all of the cost in respect of individual pupils. This money will be met either from the school budget or other funds available to the school e.g. Pupil Premium (from April 2011).

### **Compulsory Charges**

#### Music

Where children receive tuition from peripatetic staff, either individually or in a group activity, the school liaises with Hampshire Music Service on behalf of the parents. The music charges will be reviewed annually in line with charges from Hampshire Music Service.

### Extra Curricular Clubs

External providers for extra curricular school clubs liaise directly with parents or through the school office regarding a fixed amount per block of or individual session/s. This payment is in advance of the 'club' commencing.

### School Meals

These are currently chargeable at £2.30 per person per day and paid for in advance. HC3S provide this service to the school. Children currently entitled to Free School Meals and the Universal Infant meal scheme are exempt from payment.

### **Other Charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

The school will cover accidental breakages of school property. Deliberate or wilful acts which result in breakage or damage to school property will be charged for at a rate appropriate to replacement costs. The Head teacher's decision whether damage is accidental or deliberate will be final.

### **Additional Considerations**

The governing body will adhere to the following guidelines in order to minimise any unnecessary burden on family finances.

- Have a system for parents to pay in instalments for residential trips.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

The school charging policy will be subject to change if there is a new LA or DfE directive.

Approved by Governors: October 2018

To be reviewed every three years

Review date: October 2021