

NONSUCH PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY



Date of Policy: Sept 16
Date of Review: Sept 19
Author: Linda Burden

It is the Policy of this school:

- To request voluntary contributions from parents towards activities/trips organised by the school during school hours.
- If we do not receive sufficient voluntary contributions for an activity and insufficient subsidies are available, then that activity may have to be cancelled it is the discretion of the Headteacher to make this decision.
- Optional trips wholly or mainly outside school hours will be charged at full cost. These visits will not proceed where full costs are not met by all those who wish to partake in the activity. The school will endeavour to keep the cost of trips to a reasonable level.
- In the rare occurrence that the activity/trip organiser has a non-refundable deposit policy, we will make it clear to parents that this is the case.
- Parents can make a request to the Headteacher for assistance towards the cost of trips from various funding sources such as Pupil Premium/School Fund.
- Pupil Premium funding can be used to cover the cost of activities, clubs, etc. as identified by the Head teacher and in discussion with the parent/carer. In this instance, a Purchase Order is raised by the school and payment made on receipt of the club/activity's invoice.
- The school may make charges for breakages and damage to property including window breakage and cost for graffiti removal to those who are found to be responsible.
- Staff travel claims must be agreed beforehand with the appropriate manager and the cost centre and ledger code confirmed. Travel costs may be reimbursed on receipt of a signed travel/mileage form (from the Bursar) and receipts, e.g. car parking, train, bus, etc. Mileage may be claimed for approved return trips of 5 miles and over. Currently mileage costs are 45p/mile for all cars. Claims will only be accepted for the current financial year.
- The cost of individual instrumental tuition by peripatetic music teachers is paid by the parents directly to the music tutor.

SCHOOL MEALS PAYMENTS

The school is responsible for the collection of school meal payments into the school budget and any fees associated with the payment system.

- Parents are expected to pay half a term in advance via our online payment scheme, Parentpay, for their child/ren's school meals.
- By paying in advance, no parent should be in debt, however, if this occurs, the school will send reminders for the balance
- If this debt is not paid after one week, then the school will notify the parent to supply their child/ren with packed lunches until it has been paid, unless for exceptional circumstances, identified by the Headteacher.
- From September 2014, all Reception, Y1 and Y2 pupils are entitled to a Universal Free School Meal and this will be recorded as usual in our online system.
- If a parent elects not to take up this free meal and supplies a packed lunch, this must be notified in writing and recorded on the system so the meal is not generated