



## Cornerstone Church of England (VA) Primary School



*Building our Community  
with Love, Forgiveness and Hope*

### CHARGING & REMISSIONS POLICY

<b>Reviewed by</b>	Resources Committee	<b>Authorised by</b>	Resources Committee
<b>Last Review</b>	Autumn 2017	<b>Date</b>	21/11/2017
<b>Next Review</b>	Autumn 2019	<b>Review Cycle</b>	Bi-Annually

Whilst the school is committed to ensuring that any aspect of the taught curriculum is offered free to children and their families, there are occasions when a payment is requested for activities.

This may be on a voluntary basis, to help make the most of resources and opportunities, when contributions are generally requested to cover the additional costs arising from activities such as educational visits or to participate in special events off site.

There are some activities for which a set payment is always requested, and these range from the provision of school meals and the sale of goods such as photographs or books from catalogues. In these instances, it is a family's choice whether to order these items.

This policy is designed to establish a consistent approach to charging and remissions. Please refer also to the Policy for Financial Administration.

#### **School meals**

Hampshire County Council's caterers (HC3S) will provide traditional and balanced meals each day. The amount payable per meal is published on the menu from HC3S which is distributed through book-bags, displayed on the school noticeboard and available through the Hampshire County Council website.

All meals, for pupils not covered by the government's Universal Free School Meals funding or entitled to Free School Meals funding, should be paid for, wherever possible, in advance by parents. When a child has been absent from school, dinner money should be sent in on the day they return, or paid online. Payment in excess of the cost of meals ordered will be carried over and held as a credit balance. A receipt will be issued for cash payments in excess of £15.

If money is not sent in advance, a notification will be sent home requesting payment as and when appropriate. For persistent non-payers, appropriate action will be considered by the Headteacher.

Parents are advised that free school meals are available for children whose families receive certain welfare benefits. Form E1383, Application for Free School Meals, refers.

### **Educational visits**

Visits are intended to enhance children's learning experience, but can only be planned on the basis that parents will make some voluntary contributions towards the cost of the visit. If the activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset.

Where hardship or other factors might prevent individual families from making a contribution, the school will endeavour to cover costs for the child(ren) concerned, normally with support from the Parent Teacher Association (PTA).

Parents are given advance notice of such visits and they must complete and sign forms, giving relevant medical details and permission for their child to participate.

A copy of Hampshire County Council's insurance policy for children taking part in a school visit is available and filed in the school office.

### **Milk**

Milk is available to all children and is supplied in 1/3 pint cartons. Parents can sign up their child(ren) to receive school milk through an external provider, and settle the resulting payments directly with them. Milk is free to all children under five years old and those in receipt of Pupil Premium Funding who request it.

For those who do not or cannot drink milk, water is always available.

### **Photographs**

Twice a year an official photographer visits the school. Proofs are sent home in book-bags, and the school collects the orders and payment for photographs ordered by the parents on behalf of the photographer.

### **Use of school equipment**

Parents, members of staff and governors wishing to use school equipment for private purposes (e.g. the photocopier and laminator) are asked to pay for this facility. Currently the charges are 5p, including VAT, per A4 photocopy and 10p, including VAT, per A4 sheet for lamination. Use of these facilities by the PTA for fundraising events is be free of charge.

Personal telephone calls may be made in emergencies only and no charge will be made.

### **Remissions**

In cases of genuine financial hardship, the school will endeavour to see that children participate in most activities. Parents are advised to contact the Headteacher directly where the case will be dealt with in total confidence.