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Charging & Remissions Policy for 2017

Reviewed by:	Resources June 2017	Approved by:	Governing Body
Implementation:	Immediate	Review:	June 2018

Aim:
To inform parent/carers/staff of the schools' principles of charging and remissions in line with Hampshire's policy and following the basic principle that education during school hours should be free.

Responsibilities:
Governors, in consultation with the Headteacher, are responsible for the implementation of the policy and the determination of individual cases arising from the implementation.

Activities during the school day:
All activities relating to the National Curriculum and religious education are free of charge.

Voluntary contributions for activities:
Voluntary contributions may be invited from parent/carers for day trips and enrichment activities held during the school day which involve additional costs. All contributions are voluntary and there is no limit to what they choose to pay. No child will be excluded because their parent/carer is unwilling or unable to pay and will be given an equal chance to go on the activity. The school reserves the right to cancel the activity if sufficient voluntary contributions are not received, in this case all monies received will be returned to parents.

The fundamental principle of charging for school activities is that charges cannot exceed the cost and Governors recognise the school can't make a profit or subsidise some pupils by "over charging" others. Contributions are based on the cost of the trip divided by the total number of children participating and not the number likely to pay. In some cases, the activity may be subsidised by the school.

Voluntary contributions will be reimbursed, upon request, if a child is unable to participate in the activity.

Activities outside of school hours:
A charge may be made for activities.

Residential trips:
Residentials are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.

Board and lodging
We will charge pupils the full cost of board and lodging on residentials whether it is classified as taking place within or outside school hours, except where pupils are eligible for Free School Meals.



Travel

If the residential is classified as being within school hours, no charge will be made for travel costs although, a voluntary contribution may be sought. Where a residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).

Activities on residential

If the residential is classified as being within school hours no charge can legally be made for the educational activities provided. If the residential is classified as being outside school hours, a charge will be made for the educational activities provided

Damaged or lost school property:

Parent/carers may be asked to make a contribution towards replacing damaged or lost school property (includes school fabric, furniture and resources) caused willfully or negligently by their child.

School Lunches:

Lunches should be paid for in advance. Any lunches not actually ordered to the Kitchen (due to absences or trips), will roll forward to be taken at a later date.

In order to prevent arrears of dinner money from accumulating to a point beyond parents means to settle, we will only allow one week of arrears (£10.75). After this time the debt must be paid in full and a packed lunch provided by parents as no further lunches will be provided until full payment of the debt is received.

Free School Meals are available to children whose parents/guardians are in receipt of benefits. There is an online service where you can check your own eligibility for free school meals. This can be accessed through the school website (Useful Links page) or <https://www.cloudforedu.org.uk/ofsm/hants/>

Debt Management:

The school has no facility to carry debts. If debts are incurred, then the school has to use its budget to pay for them. This means that money, which should be spent on children's education, is used to pay for debts incurred by parents/carers not paying.

Individuals or organisations that have previously defaulted on payments to the school are not allowed credit facilities. Where payments are regularly or consistently paid outside of the terms of supply, credit facilities will be withdrawn.

The school will work closely with parents in working out a form of payment plan to help resolve any arrears. However, where no attempt is made to clear the debt it will follow the below procedure.

Procedure:

- *1st Reminder*
- *2nd Reminder*
- *3rd and Final Reminder*
- *Referral to HCC Debt Management or Small Claims Court*