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Keyham Lodge and Millgate School Federation

Charging and Remissions Policy

	Version	Created by	Date
	v1.0	Lesley Franklin	March 2011
Current	v1.0	Lesley Franklin	

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Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

Definition

The school day is defined as 8.30am – 3.00pm. The midday break does not form part of the school day.

Responsibilities

The Executive Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually

Policy statement

In accordance with the Education Reform Act of 1988 and sections 449-462 of the Education Act, 1996 no charges are made for any books, materials, equipment or apparatus used during school hours.

Voluntary contributions may be sought for activities during the school day which entail additional costs such as school trips.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities]

Optional activities outside of the school day

No charge will be made for extended day activities, they are inclusive for all students.

School Meals

All students are offered breakfast, healthy snacks, a school lunch and evening meal if they access an appropriate afterschool activity. No charge will be made for school meals for any students.

Damage/ Loss to property

- A charge will be made in respect of wilful damage, neglect or loss of School property to include premises, furniture, equipment, books or materials. The charge will be the full cost or repair or replacement or a lower cost such as the School lead may decide.
- A charge will be made in respect of wilful damage, neglect or loss of School property to include premises, furniture, equipment, books or materials belonging to a third party where the cost has been recharged to the Federation. The charge will be the full cost or repair or replacement or a lower cost such as the School lead may decide.

Residential Visits

Some residential trips may be free to students if they are part of the school incentives scheme and paid for by merits earned.

Voluntary contributions may be requested for board and lodging, except for pupils whose parents are in receipt of eligible benefits.

Educational Day Visits

No charge will be made in respect of day visits that take place to include curriculum enrichment trips.

Incentive Visits

Students will purchase incentive trips using their merits earned in school.

Minibus

Travel in the school mini-bus is free.

Music tuition

No charge will be made for music tuition

Materials and textbooks

No charge will be made for any materials, ingredients or textbooks

Examinations

No charge will be made for examinations, to include resits.

Calculating charges

Where charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating.

There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.