



Preston Candover CE Primary School

CHARGING POLICY

Summer 2018	Review Date: Summer 2019
Reviewed by: S Otway, Headteacher & H Forrest, Admin Officer	
Signed:	Mrs Simrit Otway, Headteacher
Date:	
Signed:	Mrs Charlotte Whittle, Chair of Governors
Date:	

Preston Candover Primary School reserves the right to ask for voluntary contributions to fund school activities, including educational visits, which are considered valuable to the curriculum. No child will be excluded through inability to pay, although the school reserves the right to cancel a visit if sufficient funds are not forthcoming. Refunds, due to non-attendance, will be limited to costs which can be recovered.

If there is deliberate or reckless misuse of, or damage to, the school fabric, furniture or resources, the governors reserve the right to request an appropriate financial contribution from the parents of the child/children concerned.

We are able to accept cash, cheque or online payments and would encourage all parents to pay in advance online, (please contact the school for information or assistance with this method of payment).

It is the Governors' policy to charge for activities as follows:

Freedom of Information

Charges for photocopying requested under the above act are made in accordance with the policy (considered on an individual basis).

General School Activities

Where a school activity involves the purchase of materials, a payment will be required if the child wishes to take the item home. Voluntary contributions are requested from parents for in-school workshops and activities. These are calculated to cover the full cost.

Staff organised extra curricular clubs

Contributions may be requested from parents.

School Lunches

It is the school's policy that all lunches should be paid for in advance (i.e. paying for the week, the month, the term). Any lunches not actually ordered, due to absences or trips, will roll forward to be taken at a later date. Should a child forget their packed lunch we will supply a school meal, which must be paid for the next day.

Parents will be encouraged to sign up to pay online through the School's Cash Office System (Tucasi), so that they can adequately monitor their child/children's dinner money account. In order that we act as 'responsible lenders', we will not allow any arrears in lunch money. The accounts will be monitored by the school office and half termly statements will be sent to all parents.

Free school meals are available to children whose parents/guardians are in receipt of certain 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 or <http://www3.hants.gov.uk/caters/hc3s-freeschoolmeals>.

OFFSITE ACTIVITIES - The school policy will always be in line with the guidance held within the HCC document 'Offsite Activities', which details what can/cannot be charged for on residential trips etc.

Swimming

Voluntary contributions are requested from parents.

School Visits

Voluntary contributions are requested from parents in order that costs are fully met.

Residential Visits

Contributions are requested from parents in order that costs are fully met. Attendance on a residential trip will require full payment, in advance and in accordance with the payment plan. If 1 monthly payment is missed from the payment plan, *without prior consultation with the school office*, a pupil may be removed from the booking.

Financial Assistance - Residential Visits

Each request for financial assistance would be reviewed on its individual merits and any decision taken should not be held as precedent when reviewing further requests.

RETURNED CHEQUES

Following the second occurrence of a returned cheque for a family only cash or online payments will be accepted. If the school incurs any charges, these will be passed onto the family.

DEBT RECOVERY

In accordance with HCC recommendations any debts totalling £100 or more will be passed to the HCC Legal Department for debt recovery if all reasonable school methods of recovery have been unsuccessful.