



# Preston Candover CE Primary School

## CHARGING and REMISSIONS POLICY

<b>Summer 2025</b>	<b>Review Date:</b> Summer 2026
<b>Reviewed by:</b> S Otway, Headteacher & T Howard, Senior Admin Assistant/Finance Officer	
Signed: .....	Mrs Simrit Otway, Headteacher
Date: .....	
Signed: .....	Mrs Penny Parkinson, Chair of Governors
Date: .....	

This policy takes guidance from the DfE policy – ‘Charging for School Activities’ and The Key – ‘Charging and remissions policy checklist’. This policy will be reviewed on an annual basis by the Headteacher, Finance Officer, and Governing Body and will set out the schools position on charging and remissions.

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 always 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 can be 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.

**Extended Day Care**

Parents will be charged for the use of the schools wraparound childcare service: Early Birds before school and The Nest after school clubs. Childcare vouchers are accepted. All payments must be made in advance. The school system will not allow a booking to be made on an account which is in debt. All fees are non-refundable even if cancelled, however exceptional cases may be considered by the school. Charges for wraparound childcare service are available on the school website.

## **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 (Scopay), so that they can adequately monitor their child/children's dinner money account.

In order that we act as 'responsible lenders', the school adopts a strict No debt for longer than one day policy relating to school meals:

- Messages will be sent out to parents once a debt of more than 3 meals has been built up on their child's account and will be asked to pay for those meals as soon as possible.
- No debt of more than one day per child will be allowed to incur before a request to provide a packed lunch is made.

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.