

HAYMERLE SCHOOL

CHARGING AND REMISSIONS POLICY

School Outings / Trips

Trips / School outings places of local interest,(to shops, museums etc.) either facilitated on public transport or in the school minibus form an important part of the curriculum offered to the pupils. Participation may involve asking for donations from parents. Any request for a donation will be accompanied by a standard letter. No child will be excluded if their family is unable to provide a donation.

Currently parent / carers may be asked to provide pocket money for their child if they wish. Flexibility in paying for school outings is essential and parents / carers will be given sufficient notice of the costs including pocket money to facilitate their capacity to pay.

Where parents / carers are charged for outings or trips the school may be able to support families on request (where non-payment due to inability to find sufficient funding would have a detrimental impact on a pupils access to learning.) Parents / carers will be made aware that they can discuss any difficulties or concerns regarding meeting the cost of outings or school journey in the home- school agreement and through publishing this policy

The schools capacity to fund or subsidise pupil outings and school trips will be reviewed each year when the school budget is set.

Adult and Pupil School Meals

Families must provide evidence of their eligibility (e.g. income support or job seekers allowance) to qualify for free school dinners. Parents and carers are responsible for ensuring that they apply for free school meals each year as required. Should parents / carers fail to do so they will be responsible for paying for their childs school meal until they reapply and their eligibility is confirmed with the school office and LA.

If arrears regarding payment for school dinners reach a total of **£15.00** or more the school is **entitled to refuse to provide a meal for that child** and a packed lunch must be sent from home.

Permanent Teachers and permanent support staff supervising children at lunch times are provide with a free meal.

Book Bags/Books

All children are given a Haymerle School Book Bag on entry. If this is lost, a replacement bag can be bought for **£2.50**.

Teachers may request a small amount (up to £2) in the event of a child losing or damaging a book. This is discretionary, based on the circumstances and must be discussed with the senior management.

Lost or damaged property

The school does not take responsibility for personal belongings of either the pupils or the staff that may be lost or damaged during the school day.

Staff are advised to keep valuables in staff lockers. Supply staff may leave their valuables in the school safe to be collected at the end of the day.

Under exceptional circumstance the head teacher may ask the governing body via the finance committee to consider a discretionary payment towards the cost of lost, stolen or damaged goods based on each individual case.

Letting of School Premises

There are currently no arrangements for letting the school premises. Any changes to this would need to be passed by the Governing Body and an appropriate charge decided.

This policy will be reviewed by finance Committee every 3 years

July 2016

Dear Parent/Carer,

Your child is going on a half-day/day trip to
to support in the curriculum.

We are asking for a donation of £..... from each family to help cover costs.

No child will be excluded if their family is unable to provide this donation, however, the trip may have to be cancelled if we are unable to raise enough money.

Packed lunches may be provided by the kitchen at the usual rate. Please specify below if you wish the kitchen to provide your child with a packed lunch or whether you intend to send your own. Please do not send any drinks in glass bottles.

Please do not send any spending money with your child as there will be no opportunity for them to use it.

Please return this form as soon as possible so arrangements can be made.

Yours sincerely,

.....
Class Teacher

**Delete as appropriate*

- Please provide a packed lunch from the kitchen for my child.
- I will provide a packed lunch from home for my child

Permission has already been given for this trip on the entry form.

I enclose a donation of £..... to help cover costs.

Name of child.....

Name of parent/carer.....