



secure foundations — excellent practice — faith, hope and love



Charging and Remissions Policy

Date of approval: February 2022

Review by: February 2024

As a school we are appreciative of the funding we receive from the Department for Education and we wish to steward this money wisely to enable us to provide the best possible education for children attending St Luke's Church of England School. As a small school we will always need to manage our budget carefully.

As a school with a community ethos and strong relationships with families whose children attend the school, we know that financial support and sponsorship is one way in which the community and families can support the school to help to extend the opportunities we can offer and to help our budget to stretch as far as possible.

This Charging Policy complies with the requirements of the 1996 Education Act.

Parental Contributions to school activities

Parents will be encouraged to make financial contributions to school activities where appropriate. On any occasion where a contribution is invited, parents will always be made aware that any such contribution is voluntary and that there is provision should they foresee any difficulty in making the payment.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is an expectation that the full cost of after-school activities, breakfast club and school trips will be covered by contributions. If a particular activity cannot take place without some help from parents this should be explained at the planning stage.

The school will give consideration to the remission of charges to parents or carers whose children are entitled to Pupil Premium funding. Parents who are eligible for the remission of charges will be dealt with confidentially, so that no child is treated unfairly or differently.

Parental payments for lunches and fruit

Parents are responsible for paying for lunches in Key Stage 2 via Parentpay one half-term in arrears. Currently all Reception and Key Stage 1 receive a free meal under the Universal Offer. If this ends, then payment will be required for all pupils unless they are eligible for Free School Meals. Forms to apply for Free School Meals are available via the school office.

Reminders will be sent to parents to chase any outstanding payments the first week of the second half-term. If payment is still outstanding a second text will be sent during the second week of that term. If payment is still outstanding the school office manager will phone the parent. Should arrears total four weeks then parents will be asked to send a packed lunch for their child/ren until the debt is cleared. In the event that the debt is not recovered the school reserves the right to forward the debt to a debt recovery agency.

Community Contributions

Since the inception of St Luke's CE School, we are pleased to have had the support and involvement of the local community, including donations of resources, skills, expertise and time. This is something that the Governors wish to actively encourage, because it helps community cohesion and the school to develop close links with its community, and for the benefit it brings to the school.

Role of Teachers and Governing Body

The Headteacher is responsible for deciding when a voluntary contribution should be sought from parents. The nominated school governor will lead a review the impact of the policy annually. The nominated school governor will also review contributions from the local community and encourage staff to develop these links.

Complaints Procedure

If anyone in the school community feels that this policy is not being followed then they should raise the matter first with the Headteacher and, if concerns persists, with the Chair of Governors who will facilitate the appropriate action, which may include an investigation. If there is a formal complaint, then the school's complaints procedure will be followed.

Copies of this policy will be available in the staff handbook, from the school office and on the school website.

This policy has been agreed by the Headteacher and the Governing Body.

Headteacher signature: _____ Print name: _____

Date: _____

Chair of Governors signature: _____ Print name: _____

Date: _____