LADBROOKE JMI SCHOOL

CHARGING POLICY

Policy Written by: Tracey Webster

Last Reviewed: Spring 2015

Next Review: By Spring 2017

Reviewed By: Resources Committee

Introduction
The school will not charge for any activities taking place in school time with the exception of individual music tuition and board and lodging for residential trips (see below). The school, however, is permitted to ask parents for voluntary contributions for any activity, whether in or out of school time, and for school equipment and school funds. No pupil will be treated differently according to whether or not their parents have made a contribution. If insufficient contributions are received for a particular event or activity, then it may be cancelled.

Music Tuition
A charge will be made for individual instrumental tuition, including the costs of the teacher, sheet music, insurance and instrument hire, if the teaching is not an essential part of the National Curriculum or part of a public examination syllabus taught by the school.

Visits and trips in school time
These activities are very valuable educationally and parents will usually be invited to make a voluntary contribution to cover the costs. To determine the contribution requested from parents, the cost of the trip is divided between the total number of children who could possibly attend the trip. No profit can be made from these trips. FOLS contribute to each school trip to try to keep costs as low as possible.

Residential Activities
For a residential activity taking place largely during school time, or one which relates to the National Curriculum, no charge will be made for the cost of education or travel. However, charges will be made for board and lodging except for pupils who are eligible for free school meals.

Ingredients and Materials
If parents have indicated in advance that they wish the finished product to be taken home or for the pupil to consume it in school, the school will require parents to provide the ingredients or materials or make payment to cover the costs. This will apply to certain subjects such as craft, design and technology and home economics.

Other charges
Specialist visitors to the school, including drama and dance groups, make a significant contribution to the education of pupils. On some occasions requests for voluntary contributions to the costs of arranging these visits will be made. The costs of repair or replacement, resulting from wilful damage or loss of school property by a pupil will be charged to the parents of the offending pupil.

Waiving of charges
When arranging a chargeable activity the school will invite parents to apply in confidence for the waiving of charges in full or in part. Authorisation of waived charges will be made by the headteacher, in consultation with the Chair of Governors.

Children whose parents are in receipt of the following support payments will, in addition to having free school lunch entitlement, also be entitled to the remission of the charge for board and lodging:

- Income Support
- Income-based Job Seekers' Allowance

- Income-related Employment and Support Allowance
- Support under part 6 of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit

Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC). (Where a parent is entitled to Working Tax Credit Run-on – the payment someone receives for a further 4 weeks after they stop qualifying for Working Tax Credit – their children are entitled to free school lunches. Children who receive a qualifying benefit in their own right are also eligible to receive free school meals.)

School Meals
School meals are charged in line with Herts Catering Ltd recommendations. Parents are informed of dinner charges at the start of each term and they are able to pay online or in person to the school office.

If dinner money arrears occur, the following procedure is followed

- Where the arrears are less than a week's worth of meals, a reminder letter or Parentmail is sent to remind the parents that they need to top up their child's account.
- If the arrears continue and the amount increases to over £20, a formal letter is sent to parents informing them of the amount owed and giving them a date to pay by. If the account is not settled by this date, parents are informed that they will be required to provide their children with a packed lunch.

If at the end of a term your school meal account for your child remains in debt, your child will not be provided with a school lunch unless it is paid for, and you must either provide a packed lunch or take your child home for lunch. The school reserves the right to begin legal proceedings against parents to recover this debt. If you continue to send your child to school, after begin notified without making arrangements for their lunchtimes, social services may be informed that you are not carrying out your responsibility to care for your child by not providing them with food at lunchtime.