



Elm Court School
Every Learner Matters



The Livity School

Elm Court Livity Federation

Charging and Remissions

Policy

The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs and trips can make towards pupil's personal and social education. The Governing body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils and as additional optional activities. We believe that all our pupils should have equal opportunity to benefit from all school activities regardless of their parents' / carers' financial means. Our charging and remissions policy sets out how we will do our best to ensure this.

Education provided wholly or mainly during school hours is deemed free for all pupils during school hours. The school may not impose a charge for any activities which form part of the National Curriculum, that occur during school hours, however we may ask for voluntary contributions, in order for particular enrichment activities to take place.

Voluntary contributions are not compulsory and pupils of families who cannot make a contribution will not be discriminated against. No pupil will be left out of an activity because his/her parents /carers cannot, or will not, make a contribution of any kind. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

School trips

The majority of the cost of school trips during school hours will be met by the school. We will ask parents/carers for voluntary contributions towards any school trip that incurs a cost. We will ensure that costs are kept to a minimum without impeding the health and safety of pupils and adults. Charges will be made for trips which are not part of the school curriculum or take part outside of the school day.

School journey

A proportion of the cost of the residential school journey for is met by the school.

The school will apply annually for grants to help towards the cost of the trip. If this is obtained we will however request parents / carers make a voluntary contribution towards the cost of board and lodging during the time away. Families that are finding payment difficult may seek remission from the Headteacher.

After school clubs and activities

A charge will not be made for sessions during school hours that are part of the National Curriculum. For after school clubs and activities not part of the National Curriculum there may be a charge to cover books and any specialist equipment.

Damage/loss to property

Charges will be levied in respect of wilful damage, neglect or loss of school property (including premises, equipment, books or materials) belonging to the school or third party, where the cost has been recharged to the school. The charge will be the cost of the replacement or repair or a lower cost subject to the Headteacher's discretion.

School Meals

School Meals will be charged at the rate set by the Governing Body in agreement with the catering contractor for adults and pupils. Adults will be charged at the rate set plus VAT and a small administration charge.

Photocopying

Any photocopying requests received, under the 'Freedom of Information Act', will be charged at 15p per sheet for black and white printing and 25p per sheet for any colour printing.

Remissions

In order to remove financial barriers from disadvantaged pupils the school has agreed to offer reduced rates or waiver to parents / carers in particular circumstances, this will be at the discretion of the Headteacher.

Lettings

See lettings policy.

Income

The Finance Officer at Elm Court School and The School Business Manager at The Livity produces and processed all invoices. This is then reviewed on a monthly basis as part of the monthly reconciliation. The invoices produced state the terms which are normally 30 days for payment. The invoice and remittance advice has the school's name and who cheques should be made payable to.

Income received

Income for school dinner, uniform, trips, school journey and debtors are stored in the safe until counted and banked by the Finance Officer/ School Business Manager who reconciles this on the school finance package. Electronic records are kept of all school journey payments received. The Business Manager, Finance Officer or Elm Court School Site Officer takes income to the bank in sealed envelopes provided by the bank.

All Income is recorded on the finance software package. All cash is held in the safe. Governors have agreed for the school to keep no more than £1000 in the safe at any one time. All monies are banked as soon as possible. Access to the safe is restricted to the Headteacher, School Business Manager (The Livity School), Finance Officer and HR Officer (Elm Court School). Keys are taken off the premises when the school is closed.

Approved by:	[Name]	<i>Michael Jew</i>	Date:	<i>07/12/2012</i>
Last reviewed on:	[Date]			
Next review due by:	[Date]			