



## MARTONGATE PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY 2018

This Policy gives guidance on areas of school activity for which the school asks parents to pay. These are usually visits out of school where there is an admission fee and transport costs; residential visits where accommodation and transport costs are covered. If an activity is regarded as being part of curriculum provision, parents will be asked to make a 'voluntary contribution' towards the costs. The school reserves the right to cancel such trips if it feels that the level of contributions received is insufficient.

The Governors have agreed that Childcare, Music and Residential Visit monies must be paid in advance of the club / lesson / visit. If payments are not made on time, the pupil will be classed as a Debtor and their place may be cancelled. If families fail to make a payment a reminder notice will be issued. Failure to pay the full amount will result with the matter being referred to the Council Debt Collection Team who would then seek to recover the debt through our legal department. Failure to pay within the allocated time may result with the legal department forwarding the debt to an external firm of Bailiffs, who act as collection agents for the Council. Should there be any outstanding monies owed to the school, family members will not be able to take further services until the debt has been paid in full.

The school will consider meeting the costs (or part thereof) for school trips and residential visits incurred for those children whose parents are eligible for:-

- Free School Meals (Pupil Premium)

**NB. This does not include the KS1 Universal Free School Meal Entitlement**

Unless in exceptional circumstances, all other parents / carers will be asked to cover the costs for activities for which charges can be made.

All monies contributed towards the cost of an activity organised by the school or by its staff in the name of the school shall be used for that activity. Any excess of contributions over the cost shall be returned to parents / carers in an equitable fashion as soon after the activity is concluded as possible. Parents / carers shall be free to inspect balance sheets and receipts for all activities to which they make voluntary contributions.

Parents / carers have a general right of access to personal data held on their child/ren. If a parent requests paper copies of documents they should contact the Head Teacher in writing.