



MANDEVILLE SCHOOL CHARGING AND REMISSIONS POLICY

This policy follows the guidance DfE guidance on charging for school activities (October 2014).

Schools cannot charge for education during school hours, including any materials, books, instruments or other equipment. They also cannot charge for education provided on any visit that takes place during school hours, or outside school hours if it is part of the National Curriculum or religious education. Schools can charge for board and lodging. The charge must not exceed the actual cost.

Schools can charge for “optional extras”. This includes transport, board and lodging for residential visits and extended day services (for example, breakfast club).

Educational Outings

Schools can ask for “voluntary contributions”, but parents are not obliged to pay this. The cost of outings or visitors to school not relating to any specific curriculum area or topic will be met by donations and/or contributions from relevant parents, or by the school.

Classroom/School Activities

All resources used and items produced as a result of planned classroom or school activities relating directly to curricular experiences are not subject to charge, including those items subsequently taken home by the children eg seasonal gifts, cards, baking produce, plants, sewing items, models etc.

Parents of children attending extra curricular activities may be asked to make a donation towards the cost of materials or equipment used.

Lettings

The school has a separate Lettings Policy.

Personal Use of Equipment Materials

Personal phone calls are not deemed necessary as almost all staff have their own mobile phones.

Personal use of the photocopier is charged at a rate of 10p per sheet.

Any further requests for the use of school equipment is considered and an appropriate charge made.

School Lunches

School lunches are cooked on site. Families on low incomes or universal free school meals (reception, year one and year 2 pupils) are entitled to claim free school meals. Other pupils have the opportunity to purchase a school lunch.

Remissions

Where the parents of a pupil are eligible for free school meals and are on low incomes, the Governing Body consider remitting in full the cost of chargeable activities such as HOAC. When arranging a chargeable activity, such parents will be dealt with in

confidence. The remission for a chargeable activity will be made by the Headteacher in consultation with the Chair of Governors.

Ratified by Finance Committee 09.12.16