



CHARGING & REMISSIONS POLICY

Date written	October 2015
Date of last review	April 2018
Date of next review	April 2019

Within the Koinonia Federation we strive to provide a broad and balanced curriculum for all our pupils. As part of this there are occasions when we may ask for financial contributions from parents to enrich the curriculum or enhance the school community feel, such as the wearing of school uniform. We also want to support parents/ carers in providing our pupils with a healthy lifestyle through participation in sports and eating nutritious food.

The following examples of when we may ask for payments:

School Trips

We aim to provide pupils in all classes, with extensive, interesting and relevant experiences outside the school. We visit a variety of places which add a real life dimension to the projects the pupils undertake. These may be a walk to the shops, a visit to the local fire station, museums, art galleries and farms. We ask parents to make a contribution towards the cost of these visits otherwise they could not take place. We charge the minimum possible and no child is ever refused a place if parents are unable to contribute the full amount. Money from our School Fund and Pupil Premium is used to support these visits. If there is insufficient contribution from parents then trips may have to be cancelled.

Residential Trips

During the Autumn Term, pupils in Year 6 visit Snowdonia National Park in Wales for 5 days. During the Summer Term pupils in Year 4 visit Wrotham in Kent for 5 days. Parent/Carers are asked to pay for school journeys although there is a grant available to those in receipt of certain benefits.

Requests for Printed Materials (as outlined in the Freedom of Information Act)

Parent/ carers are now entitled to ask for copies of some school documents free of charge.

School Dinners

Pupils are able to bring a packed lunch to school or order a hot school dinner. The school dinner menus are all well balanced and healthy, offering high quality food to pupils daily. There is a daily charge for school dinners unless parent/ carers are in receipt of certain benefits. Parents should enquire at the office or speak to the Home School Link Worker if they would like to claim free school meals.

Fruit

Every child in the Foundation Stage and Key Stage One is given a piece of fruit daily for free, as part of the 5 a day scheme.

Milk

All pupils have the opportunity to have a third of a pint of full fat milk at school. For those families that are not on benefits there is a minimal termly charge for this.

Water Bottles

We strongly encourage all members of the school community to regularly drink water as it is scientifically proven to increase the brain's functioning capacity. We have our own water bottles for sale that have sport caps and the Healthy School Logo.

School Jumpers and School Bags

Everyone at the school has a strong sense of belonging to the family of St. Mary Magdalene & Christ Church. This is strengthened by our school uniform policy and we have a number of items available for parent/ carers to purchase with our school logo on. Available from the school office are school sweatshirts, Polo Shirts, fleeces, school bags, PE Kit, PE bags and school caps.

Breakages, loses and broken equipment

There may unfortunately, be occasions when pupils through inappropriate behaviour cause damage to school equipment. On such occasions the parent will be asked to pay for the replacement of these items. Reading books that are sent home must be paid for if they are lost or damaged.

Returned Cheques

If parents/carers pay the school with a cheque when they do not have sufficient funds in their account to support the amount, they will be asked to pay any bank charges that the school incurs.

Capitation/Maintenance Fee

Being a school in the Southwark Diocese Board of Education means that we pay them for our buildings and upkeep. We kindly ask parent/ carers to contribute towards this yearly, we accept payment across the year if you are unable to pay the amount in a one off payment.

If you have any further queries about any of the charges school makes to you please do not hesitate to enquire at our school office.

Remissions Policy

The Headteacher, in line with policy agreed by the Governing Body, may remit in full or part, charges in respect of a pupil, if he/she feels it is reasonable in the circumstances. If parents and carers have difficulty in paying they should not hesitate to discuss their circumstances in confidence, with someone at the school, and they will be advised as to what help might be available. All

remissions will be authorised by the Headteacher. The Headteacher may decide not to levy charges in respect of a particular activity, if he/she feels it is reasonable in the circumstances.