Leesland C of E Federation

Charging & Remissions Policy

"Two Schools, One Vision"

Approval By:	Full Governing Body
Review Frequency:	Annually
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Review Approved (signature): ON BEHALF OF GOVERNORS

EXECUTIVE HEADTEACHER

Date Approved: 20th January 2026

*Through our Core Christian values, we aim to create an environment in which everybody feels **loved** enough to aspire to greatness, **respected** enough to build a community, and **gracious** enough to include everyone in our journey to achieve a bright future.*

Charging & Remissions Policy

The Governing body of Leesland Schools recognise the valuable contribution to pupils' learning made by a wide range of activities and experiences.

No charge is made for the day-to-day education of the children or for any materials, books or equipment used by the children in school.

Voluntary Contributions
The schools will however, ask for voluntary contributions from parents to help offset cost of school activities such as outings and visiting artists. No child whose parents do not make a voluntary contribution will be treated differently or excluded from an activity. However, at the discretion of the Executive Headteacher, an activity may be cancelled if there are insufficient voluntary contributions to make the activity possible. Pupil premium funding may be used, at the discretion of the Executive Headteacher, in order to support a trip to enable it to continue. In the event of non-attendance, refunds will be at the discretion of the Executive Headteacher

Residential visits
For residential visits, which are an optional extra, the school is unable to subsidise the cost of the visit for all pupils. However, the school receives additional funding in respect of pupils who have been in receipt of free school meals at any time in the last six years, pupils of service families and children in care and some of this funding may be used to provide a discount for eligible children. For those who do not participate, alternative activities will be arranged. The initial payment will be a non-refundable deposit with further instalments by specified dates. Parents will be asked to contact the school if they are experiencing problems meeting the payment schedule and each case will be considered individually. In the event of non-attendance, refunds will be at the discretion of the Executive Headteacher, except for the initial deposit which will be non-refundable. No refunds will be offered for behavioural issues which result in a child being collected from a residential activity.

Damage/loss of property
A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be the cost of replacement or repair or such lower costs as determined by the Executive Headteacher.

Lettings
The schools will make their facilities available to outside users where possible, subject to acceptance of the schools' terms and conditions which are confirmed by completion of a letting application. Charges will be reviewed by the full governing body and current charges are available from the school office. Any organisation/individual wishing to hire school facilities will need to provide such information as required to meet the schools' safeguarding responsibilities. See the Federation Lettings Policy for more details.

Debt recovery / remissions
Leesland Federation is committed to taking all reasonable measures to collect debts as part of its management of public funds.

All income is banked using HCC systems which aid the identification of outstanding debts.

Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first overdue reminder. If a debtor asks for repayment terms, these may be negotiated at the discretion of the Executive Headteacher. Where the school incurs additional costs in recovering a debt, recovery of such costs may be sought from the debtor.

If all reasonable measures to recover a debt have failed, the Governors of the Finance and Personnel Committee may agree to write off the debt, subject to HCC recommended limits.

Dinner money

There is no charge for children who are entitled to free school meals or infant universal free school meals. Pupils who are not entitled to free school meals will be charged a set amount per day which should be paid in advance. Initially, when money is owed, a reminder that monies are outstanding will be made by in app message.

If not cleared, this is followed by an e-mail the following day and then a phone call. If not cleared by this time, a letter is sent and the parents will be asked to provide a packed lunch until the debt is cleared. Following this, referral will be made to the leadership team to agree future action.

If all attempts to recover the debt have failed before the child leaves the school, the Executive Headteacher may, at their discretion, write off the debt. This will only happen in exceptional circumstances.