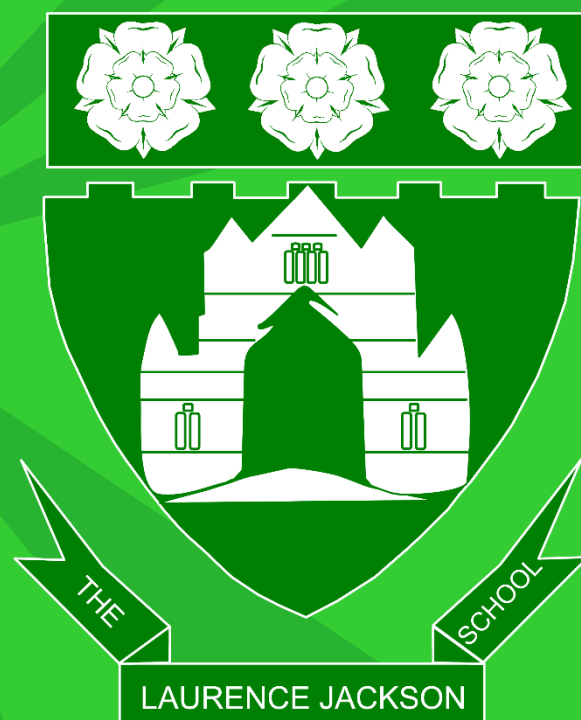


CHARGING POLICY



Reviewed and adopted by Governors Summer 2018
Next Review: Summer 2020

Author	Statutory changes	Doc version	Date
Josie Lawrence	N/A	Version 1	Summer 2018

This policy relates to:
Educational Visits Policy

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Purpose and key responsibilities

This policy reflects the advice received from the Local Education Authority regarding assistance that may be available with school costs. Parents/carers who believe they may be eligible for financial support for travel costs should contact the School Transport Unit on 01642 776926. Application forms for Free School Meals are available from the main school office.

Where a student is eligible for Free School Meals the school will give consideration to subsidising the cost to allow the student access to the full curriculum. Parents/carers should telephone the school on 01287 636361 and speak to their child's Year Leader in the first instance.

1 Curriculum Costs

Technology Faculty

KS3/KS4

- A contribution is requested each year for Textiles, Resistant Materials and Graphics. Students are expected to provide their own ingredients for some Food Technology lessons. Ingredients are provided for experimental lessons.

KS4 Drama – Performance (Option)

- Each student will be required to take part in two theatre visits to enable completion of the written paper. Parents will be requested to make a financial contribution towards this element of the course.

KS4 Hairdressing/Beauty/Construction

Redcar and Cleveland College Courses (Option)

- Each student and their parents will be required to sign a contract giving various undertakings and agreeing to repay the college fees should the student be asked to leave the course because of behaviour or attendance issues.
- Occasionally parents may be asked to make a voluntary contribution towards any travel costs when coaches have to be used rather than school mini buses.

2 Public Examinations

- 2.1 If a student, with parental/carer agreement, is entered for a public examination not on the prescribed list, this is treated as an 'optional extra' and the actual cost of the examination fee must be met by the parents/carers.
- 2.2 If students fail, without good reason, to complete the examination requirements for any public examination for which the school has, or is liable to pay the examination fees, the school will seek to recover the cost of the examination fees from the parent/carer. Failure to complete the examination requirements includes failure to complete necessary coursework and/or failure to attend a component of the final written examination. Where a student is absent through illness on the day of a written examination, the parents/carers must provide a medical certificate.

Parents/carers who fail to pay the examination fees invoice will be asked to attend a meeting with SLT.

3 Activities outside the main curriculum

In general there is no funding for such activities and parents/carers who wish their child to participate will be required to meet the costs in full. The cost of such activities can include an appropriate element for:

- a) a student's travel costs
- b) a student's board and lodging costs
- c) materials, books, instruments or other equipment as required by the activity
- d) entrance fees to, for example, museums, castles and theatres
- e) non-teaching staff costs

Parents/carers will be asked to pay costs in full prior to the activity. For activities with a significant charge payment will be by instalments. For parents/carers suffering financial hardship the amount of such instalments can be negotiated on an individual basis with the teacher in charge.

- Lower School Activities Day
- Alton Towers
- Year 11 Prom

All students are asked to pay the full cost of the above trips.

4 Most Able and Talented Students, Sport and PE

Families can apply for a bursary by contacting the school. Bursaries will be granted to students to a maximum amount of £50.

5 Gateway/Cashless Catering

When parents/carers use the School Gateway system it allows the school to mitigate the risks associated with cash handling, Please see Appendix 1 for further information.

6 Music Tuition

GCSE students only - The School Concert Fund (funds raised by the Music Department) is available to support payment of additional tuition fees if requested by parents/carers.

7 Breakages, loss and damage

Where there is clear evidence that a student has damaged school property through inappropriate behaviour (e.g. broken a window) or defaced, damaged or lost educational equipment (e.g. a textbook) belonging to the school, the parents/carers will be requested to make a contribution towards the replacement costs involved.

8 Other costs

The school will consider any written requests for remission of costs associated with the education of students that are submitted by their parents/carers. It cannot be guaranteed that any remissions can be made.

Appendices

1 School Gateway Guide

School Gateway Guide

Schoolgateway

Monitor your child's timetable, attendance, achievement and behaviour.

Pay for school trips and other activities.

Top up your child's lunch money.

Ensure the contact information we hold is up to date.

Clarify unexplained absences without having to call in.



Download the app 
or visit the website:
www.schoolgateway.com



The smartphone screen shows the following data for a student named Paul Good at Green Acres School:

Category	Value
Attendance	94%
Timetable	
Payments	
Behaviour	20 points
Achievement	50 points
Assessment	
Student Details	

School Gateway

What is School Gateway?

School Gateway is the free online parental portal where you can

- Top up your child's lunch money/check their balance.
- See what your child has purchased for lunch.
- Pay for things such as school trips and revision guides.
- Communicate with the school.
- View attendance and achievement/behaviour points.
- View your child's timetable.

How do I access School Gateway?

- Via www.schoolgateway.com or the School Gateway app (available in the App store or Playstore).
- Register an account via www.schoolgateway.com under the "New User" tab.

You will need to register an account. The e-mail address and mobile number you use must be the same as those provided to school.

Upon completion you will be sent a PIN by text, which you will use to log in from then on.

Relevant Information

In order for you to access the School Gateway service we need your current e-mail address and mobile phone number. Please ensure the school has up-to-date information as this will be used as your login credentials. Please e-mail teasdalej@laurencejackson.org with any changes.

In addition, should your child have any dietary/health requirements, please make us aware.

Using Cashless Catering

Cashless catering allows us to enhance our School meal provision by providing more choice and improved quality of service, as well as mitigating to the risks associated with cash handling.

Biometric Identification

- Biometric finger data is a means to identify each individual within the system to ensure that only your child can access their account balance.
- The biometric finger scanners are only used in relation to school services such as printing and catering. The data is not shared with any other agency or organisation and it is impossible to rebuild any image of your child's fingerprint using the biometric finger data.

Payments

You can use School Gateway to:

- Top up your child's lunch money by instant bank transfer
- Top up your child's lunch money by card payment
- Pay for school trips and other additional items.

Instant bank transfer is the easiest option as this remembers your payment details and is protected by the direct debit guarantee. It is also the most cost effective for the school.

Depositing Cash

Revaluation units are electronic cash deposit machines where your child can:

- Deposit their lunch money at the start of the day (students are encouraged to use these before school to make sure they are in credit for the day ahead).
- Check their balance.

Limits and Restrictions

The school is able to put in place:

- Limits and restrictions for a student based on various items.
- Set a daily or 'per meal' spend limit.
- Restrict certain items at parental request.

If you would like more information, or this to be put into effect, please contact the school.

Free School Meals and Pupil Premium

- Each free school meal entitled student is credited £2.20 per day available to be spent across break and lunchtime.
- If the credit is not used each day it is not carried forward to the next day.
- If your child spends more than £2.20 each day this will be deducted from their cash balance.

Vending Machines

Vending machines situated around the school serve a variety of chilled items which can be purchased with their account balance.

Overspends

- You are responsible for keeping your child's account in credit.
- In extreme or emergency circumstances the school will allow an overspend of £4.40 before you are required to provide a packed lunch.
- Balances can be checked via the app or www.schoolgateway.com or by your child at a revaluation unit.

Parental Involvement

At Laurence Jackson School we aim to engage parents as much as possible and School Gateway is an excellent service to achieve this. This free service allows you to monitor many aspects of your child's school life:

Attendance

- To view your child's attendance data select the attendance icon from the homepage or the icon from the toolbar.
- It will highlight in red any unexplained absences for your child.
- To give a reason for an unexplained absence click Explain:

Behaviour/Achievement

- Text/app message alerts will inform you if your child receives a new behaviour or achievement event.

- School Gateway is updated regularly throughout the day enabling you to view more information.

Timetables

- To view your child's timetable select the Timetable icon from the home page or from the toolbar.

Messaging

- Messages and e-mails will be sent via School Gateway in order to save postage.
- Please download the app as app messages are free and you will help us save on texting costs.

Useful Websites

- www.laurencejackson.org—school website
- www.SchoolGateway.com—School Gateway

Contact Us

- Via the app
- Phone: 01287 636361
- Email: reception@laurencejackson.org