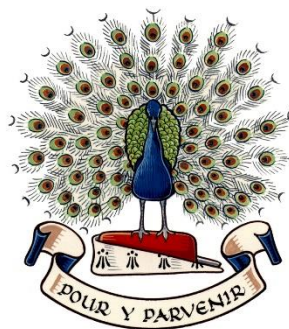


LADY MANNERS SCHOOL

CHARGING AND REMISSIONS POLICY



AIMS STATEMENT

At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.

CHARGING AND REMISSIONS POLICY

The Education Reform Act 1996 requires governors to have a policy on charging and remission for activities arranged by the school.

SUPPORT AVAILABLE

If a family is facing financial difficulties regarding any of the items listed below it may be possible that the school can offer some financial support. In the first instance this should be discussed with the Business Manager, unless it has been indicated that you should approach a different member of staff (e.g. students in receipt of Sixth Form Bursary, students in receipt of Pupil Premium funding).

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect to a student if it is felt to be reasonable under the circumstances.

The table below is a summary of the approach adopted by the school:

	ITEM	CHARGING POLICY
A	Educational activities within school hours*.	Payment not necessary for participation but voluntary contributions will be requested. Insufficient contributions may necessitate cancellation.
B	Optional activities outside school hours* which are not part of the school or National Curriculum.	Parents to meet the full cost.
C	Residential courses forming an integral part of the school or National Curriculum and mainly within school hours.	Parents to meet full cost of board and lodgings. Voluntary contributions may be requested to cover transport and other costs. Insufficient contributions may necessitate cancellation.
D	Optional excursions not part of the school or National Curriculum.	Parents to meet the full costs.
E	Optional individual Music Tuition by Visiting Tutors.	Parents to meet costs including hire, music and insurance where appropriate.
F	Ingredients/materials for creative subjects.	Voluntary contributions of materials/finance requested.
G	Lost school equipment, books etc.	Parents to meet full cost of replacement.
H	Breakages, vandalism and damage to school buildings, furniture, equipment or property.	Parents to meet full costs of repair/ replacement if resulting from student behaviour.

	ITEM	CHARGING POLICY
I	Items dispensed by the Medical Centre.	No charge is made for dressing an injury which has occurred at school but a charge can be made for replacement dressings.
J	'Wasted' examination entries.	Parents to repay lost entry fee if exam missed without acceptable reason.
K	Public examinations and re-sits without school timetabled teaching and University entrance tests.	Parents to meet full costs of entry.
L	Hire of equipment e.g. lockers, musical instruments	Parents to meet costs determined by the school.
M	Sale of other items e.g. uniform, PE Kit, revision guides, memory sticks, stationery, calculators etc.	Parents to meet full cost
N	Private Photocopying Charges	B&W Copying A4 2p B&W Copying A3 4p Colour Copying A4 4p Colour Copying A3 8p Laminating A4 10p Laminating A3 15p Laminating A5 5p Comb Binding 10p Slide Binders 8p
O	Catering charges	Parents meet full cost as determined by the school. The current price list is as shown in Annex 1. Items sold from vending machines will be charged at the manufacturer's recommended retail price. The daily cash limit will be reviewed annually and with effect from 1st April 2020 will be set at £4.50 for Years 7 to 11 and £6.65 for Years 12 and 13. Upon request, parents can have this limit adapted.
P	School event tickets	Tickets may be discounted for Governors, staff and past students who are registered as Old Mannerians
Q	Lettings	Facilities may be hired at a discounted rate for Governors, staff and students. See Separate Lettings Policy for price list

*Definitions

'**Within School Hours**' means 50% or more of the time devoted to the activity is within the normal school day.

'**Outside School Hours**' means 50% or more of the time devoted to the activity is beyond the normal school day.

Nothing in this policy shall be read as prohibiting or in any way restricting any request or invitation by or on behalf of the governing body for voluntary contributions for the benefit of the school or any school activities.

PRICE LIST

MAIN MEALS

	£	WITH VAT £
Meal Deal	2.44	2.93
Main Meal	1.32	1.58
Curry/Chinese/Pasta Meal	1.54	1.84
Filled Yorkshire Pudding	1.54	1.84
Beef/Veggie Burger/Bacon roll	1.43	1.71
Burger without bread	1.25	1.50
Chicken Burger	1.50	1.80
Sausage Roll	87p	1.04
Pies/Pasties	1.22	1.46
Chicken Wraps	1.50	1.80
Sausage (each)	36p	43p
Chips	97p	1.16
Jacket Potato with butter	87p	1.04
Mashed Potato (per scoop)	25p	30p
Vegetables	36p	43p
Sandwiches (on bread or rolls or cold wraps)	1.32	1.58
Baguettes	1.65	1.98
Pasta King	1.65	1.98
Toast (morning break)	28p	34p

DESSERTS

		WITH VAT
Hot pudding with custard	60p	72p
Cake / Cold puddings	60p	72p
Biscuit	40p	48p
Fruit	40p	48p
Melon/grapes/ Pineapple	50p	60p
Bags of dried fruit	46p	55p
Yoghurts	57p	68p
Fruity Pots	80p	96p

DRINKS

		WITH VAT
Apple Bottles	70p	84p
Fresh juice cartons (orange – apple – tropical)	40p	48p
Still/Sparkling water	55p	66p
Milkshake cartons	57p	68p
Milk cartons	35p	42p
Orange/apple cups	40p	48p
Calypso cartons (orange/forest fruit)	40p	48p
OMJ Drink	57p	68p

EXTRAS

		WITH VAT
Naan bread	52p	62p
Poppadum & mango chutney	42p	50p
Onion Bhajis	80p	96p
Extra Yorkshire Puddings	35p	42p
Garlic Bread	35p	42p
Curry Sauce/Beans/Spaghetti	37p	44p
Bread Roll	40p	48p
Sauce Sachets/Dip pots	14p	17p
Slice of Cheese (for burgers)	11p	13p
Portion of Ham or Tuna	72p	86p
Salad per portion	21p	25p
Portion of grated cheese	47p	56p
Bowl of plain pasta	60p	72p
Babybel cheese	57p	68p
Squeezy jellies	57p	68p

SNACK BAR

		WITH VAT
Toast	28p	34p
Crumpet	32p	38p
Toasted Teacake	58p	70p
Marmalade or Jam	18p	21p
Marmite	30p	36p
Roll with 1 filling	1.32	1.58
Wrap with 1 filling	1.32	1.58
Baguette with 1 filling	1.64	1.96
Bagel with 1 filling	1.32	1.58
Panini with 1 filling	1.40	1.68
Extra fillings Tuna Mayonnaise	71p	85p
Cheese	46p	55p
Ham (1 slice) OR Turkey (1 slice)	72p	86p
Chicken OR Chicken Tikka OR Bacon (portion)	90p	1.08
Cream Cheese	40p	48p
Tomato (4 slices)	22p	26p
Cucumber (4 slices)	22p	26p
Lettuce	22p	26p
Peppers, sweet corn or red onion	22p	26p
Cereal Bars		
Coco Pops / Frosties / Rice Krispies	64p	77p
Nutrigrain / Kelloggs Elevenses / Special K	85p	1.02
Cakes	60p	72p
Biscuits	40p	48p
Piece of fruit	40p	48p

Muffins		£1.10	£1.32
Drinks	Apple juice bottles	69p	83p
	Apple/Orange juice cartons	40p	48p
	Small water	55p	66p
	Large water	85p	1.02
	Tea	55p	66p
	Coffee	55p	66p
	Hot Chocolate	75p	90p
Sauce sachets		14p	17p