



Charging and Arrears Policy

1. Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

2. Voluntary contributions

- 2.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.
- 2.3 The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums etc.
 - sporting activities which require transport expenses;
 - outdoor adventure activities;
 - visits to the theatre;
 - residential visits.
 - musical events.

3. Music tuition

- 3.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 3.2 On occasion the school may decide to offer individual or group music tuition beyond the National Curriculum. Parents would be advised if this were available. There would be a charge for these lessons.



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4. Swimming

The school organises swimming lessons for all children in KS2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

5. Clubs and other Activities

On occasion the school may offer coaching in Football, Tennis, Cricket with a professional coach, beyond the National Curriculum. Parents would be advised if this were available. There would be a charge for these lessons.

6. Before/After School Clubs

- 6.1 Extra Curricular Clubs /events may be charged a nominal amount to cover the cost of additional resources items.
- 6.2 Breakfast Club a charge of £1.00 per child to cover the cost of food with the exception of pupils receiving Pupil Premium.
- 6.3 Play & Stay for Parent and Toddlers may charge £1.00 per family to cover the cost of refreshments.
- 6.4 Late charge to Parents of £5.00 per child 3.30 – 4.30 thereafter £11 an hour per child to cover the cost of staff.

7. Photo Copying/Telephone/Fax

- 7.1 A charge of 5p per black copy, and a charge of 10p per colour for staff and parents for the use of photocopier for personal use.
- 7.2 A charge of 30p for staff and parents for the use of school telephone for a maximum time of 5 minutes.
- 7.3 A charge of £1.00 for Staff and Parents for the use of Fax Machine.

8. Arrears

The majority of our parents are supportive of all our requests for financial contribution at our school. We encourage and promote information through our weekly newsletter and School Website. Parents pay on a weekly basis on Mondays through Online payment (Sims Agora System). Parents/children are encouraged to give their money in a named envelope to the school office.



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9. Payments & Procedures

- 9.1 Children and Parents hand in money on Mondays to the school office.
- 9.2 The office then check all monies and the dinner money is entered onto Sims dinner money module and the rest of the monies is entered on a manual spread sheet system.
- 9.3 The money is then bagged up and banking slip completed by 2 members of staff and it is then sent via Securicor to the Local Authority.
- 9.4 Any non- payment of any monies is very closely monitored by the office staff. A reminder text message is sent to the parent in question advising them that no money is received and it must be sent by Friday.
- 9.5 If no money is sent on Friday, we ask the child to check in their bag and if no money is there we send a text and arrears letter.
- 9.6 After 10 days of non-payment we will then telephone the parent in question to remind them that still no payment has been received.
- 9.7 The arrears do not normally extend beyond 10 days. If they did we would send a letter containing the following information.
"I am writing to remind you that we have not received payment from your child this week eg school meal, trips, clubs etc. Please send payment into school as soon as possible."
- 9.8 If a parent fails to pay within 10 days, we will telephone them to inform them that their child will be unable to have a school meal or stay for clubs etc and they must provide a packed lunch or go home for lunch until the arrears are paid.

10. Free School Meals

We encourage and remind parents to renew Free School Meals applications, our Administrative assistant sends out reminder which is additional to the reminders given by the Local Authority.

11. School Meal

Parents who would like their child/children to have a school meal the charge is £2.50 per meal, £12.50 for the week paid in advance on a Monday.

12. Milk Charges

Children under 5 years are eligible for free milk, children who turn 5 years within the term are charged the term after. Child/children age 5 years and above, parents may purchase milk at a charge of £13 per term



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13. Personnel

The Head teacher is responsible for pursuing any arrears.
The Headteacher keep the Resource & Finance Committee/ Full Governing Body aware of any significant problems with arrear payments.