

CHARGING AND REMISSION POLICY

Name of School: Winthorpe Primary School
Date of Policy: July 2023
Responsibility of: Governors
Review Date: July 2026



We recognise the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education and their exposure to a broad and balanced curriculum.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits, independent of their parents'/carers' financial means. The school does however need to pay for all trips and activities and consequently may ask for financial donations to cover the costs. Unfortunately, trips and activities may not be able to go ahead if insufficient donations are made.

The Headteacher, staff and governors will ensure that the following applies:

1. No charges will be made for:

- Education provided during school hours, including the supply of any materials, books, equipment etc.
- Education provided on any curriculum-based trip
- Staff to cover for teachers who are absent from school accompanying pupils on trips
- Transport provided so that children can access the school curriculum off-site e.g. Swimming, Sports Competitions, Young Voices concert.

2. Charges will be made for:

- Extra Curricular school trips e.g. Pantomime
- Board, lodging and non-curriculum costs on Residential Trips.
- Music tuition for individuals or small groups of pupils
- Breakfast and After-School Club
- School Meals for Key Stage 2 pupils
- Pre-School sessions, including Breakfast Club, Lunch Club and After-School Club

3. Financial help for families

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that where appropriate, some activities and visits from section 2 above will be offered at a reduced charge to parents/carers in particular circumstances. This will typically be offered to parents/carers in receipt of:

- Free School Meals entitlement
- Pupil Premium entitlement

4. Debt recovery

Reminders for non-payment will be sent out weekly via the SchoolMoney system. Once the money owed exceeds £100, the Headteacher will write to the Parents/Carers requesting payment and offering a payment plan to help parents clear their debt to the school as soon as possible.

Parents and carers who are experiencing difficulty paying for a chargeable service offered by the school should inform the Headteacher immediately.

If payment has not been received within one term of a child / family leaving the school, the debt will be recovered via the Small Claims Court.

5. Invoice and Payment arrangements

(i) School Meals

- School Meals should be ordered directly from Good Lookin' Cookin' and payment is collected at the point of order.

(<https://www.goodlookincookin.co.uk/>)

- Children who receive Free School Meals or Infant Free School Meals (Class 1 and 2 children) will not be charged, but must still place an order

- We will provide a meal for any child who has not got a packed lunch or who hasn't ordered one from Good Lookin' Cookin'. These meals will retrospectively be charged to the parent via the child's SchoolMoney account.

(ii) Breakfast Club and After School Club

- A weekly invoice will be sent home on a Friday stating costs incurred during that week.

- Payments - in part or full - can be made online at SchoolMoney

(<https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney&source=website&version=20190314>)

- If parents and carers make no attempt to clear the debt the Headteacher will get in touch to arrange payment or to set up an agreeable payment plan.

- If payment has not been received within one term of a child / family leaving the school, the debt will be recovered via the Small Claims Court.

(iii) Voluntary Contributions

- The school can ask for voluntary contributions towards a trip or activity. The Headteacher will make it clear to parents at the outset that the trip or activity cannot be funded without voluntary contributions, and if insufficient voluntary contributions are raised then the trip or activity must be cancelled.

- It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay, and indeed there is no obligation to make any contribution. If a parent or carer is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

(iv) Pre-School Sessions

- All Pre-School sessions must be booked a term in advance and paid for in advance. Invoices will be sent out after booking forms have been processed. Payment for each half term must be received by the first Friday of every half term. 15hr and 30hr free childcare funding can be used to pay for the pre-school sessions, but not for Breakfast Club, Lunch Club or After-School Club.

6. Arrangements for monitoring and evaluation

The governing body will monitor the impact of this policy by requesting a financial report on those trips and activities that resulted in charges being levied, the amount of donations made, the subsidies awarded, and the source and justification of those subsidies.