



ST BARNABAS CEVC PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Last Review Date	Next Review Date	Changes	Committee
14/03/2017	14/03/2020		FSP

Introduction

St Barnabas CEVC Primary School believes that the provision of a wide range of activities and opportunities enriches the curriculum. There are some valuable educational activities which the school cannot provide without seeking some financial support from Parents/Carers. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme currently provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum. This Charging Policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Voluntary Contributions

- When organising school trips, visits or activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip or activity. All contributions are voluntary. **If insufficient voluntary contributions are received then the trip may be cancelled.**
- 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 **without discrimination, irrespective of contribution circumstances.** Parents have a right to know how each trip is funded. The school provides this information on request.

Residential Trips

- If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging and transport.
- Parents/Carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.

Charges

The Governing Body reserve the right to charge parents if they choose for the child to take part in the following activities:-

- **After School Activities**

Providing expert coaches /teachers to organise after school opportunities. There is no refund if the child is absent but a refund will be arranged if the coach/teacher does not teach the agreed number of sessions in the term.

- **Instrumental Tuition**

The cost of providing musical tuition eg guitar lessons. All lessons must be paid in advance. No refund is the child is absent . Refund if the tutor does not teach the agreed number of the sessions in the term.

- **Ingredients , material and equipment**

When children are participating in practical work parents may be charged for ingredients for cooking, art and design work. Alternatively parents may be asked to provide ingredients or materials.

Damage, breakages or loss

Charges may be made to parents for the cost of replacing any damaged piece of equipment where this is the result of pupil behaviour or lack of responsibility.

Debt Arrears

Dinner Money

1. School dinner money should be paid in advance.
2. Any payments not made by 10:30 on the day the child is having a lunch will be chased by the School Office either by phone/text or letter.
3. Where 2 meals have been taken and not paid for a letter will be sent to the parents advising that if the debt is not cleared the next day dinners will be stopped and no more meals will be provided until the debt is cleared. The parent/carer will be advised to provide a packed lunch or collect the child at lunchtime.
4. When the outstanding debt remains unpaid after another month, the debt will be referred to Governors for advice.
5. The same process should be used if a cheque is not honoured by the bank.

Wraparound Care Provision (Breakfast, After-School and Holiday Clubs)

1. When a parent/carer has failed to pay for the provision provided, a text message will be sent reminding the parent/carer that their account has a negative balance.
2. If this action proves unsuccessful in securing payment for the arrears, a second text will be sent to parents/carers 5 days later advising them of the amount owing and that urgent payment is required.

3. If the outstanding debt remains unpaid, parents/carers will be informed in writing that no more provision will be made for their child/ren within the school's wraparound care facilities until the debt is paid.
4. When the outstanding debt remains unpaid after another month, the debt will be referred to Governors for advice.
5. If parents/carers have difficulty clearing their arrears, it may be possible to draw up a payment plan to spread the cost of clearing the arrears. Parents/carers should speak to the club leader directly to discuss the options available. This would be at the school's discretion and future provision for the child/ren within wraparound care would be dependent on adhering to any agreed plan.