

Sparsholt C. E. Primary School

Woodman Lane, Sparsholt, Winchester, Hampshire, SO21 2NR

Telephone: 01962 776264

E-mail: headteacher@sparsholt.hants.sch.uk

adminoffice@sparsholt.hants.sch.uk

absence@sparsholt.hants.sch.uk



19th December 2019

Dear Parent / Carer,

As the Autumn Term is drawing to a close, ahead of Spring Term, the Governing Body and School Leadership Team feel that it is important to remind all parents / carers about the school's policy of pre-payment for particular services and activities. Whilst we are strongly committed to the principle of providing a high-quality education free of charge, budgetary restrictions are such that there are activities of sound educational value, which cannot be funded by the school alone. As such, all meal payments (except for those children eligible for Universal Free School Meals (Key Stage 1) and/or Free School Meals), music lesson fees, school-led paid club fees and after-school club fees **must be paid for in advance, on a half-termly basis.**

Specific guidance on school lunches costs will be distributed in the school newsletter every half-term. However, please feel free to contact the school office for any assistance or clarification. An example of the guidance can be seen below, based on a 7-week half-term:

Number of children at the school not eligible for free school meals	1 lunch per week	2 lunches per week	3 lunches per week	4 lunches per week	5 lunches per week
1	£16.80	£33.60	£50.40	£67.20	£84.00
2	£33.60	£67.20	£100.80	£134.40	£168.00
3	£50.40	£100.80	£151.20	£201.60	£252.00

The detail of the school's charging policy can be found on the School website at:

<https://sparsholt.eschools.co.uk/web/policies>

This policy states that if payment has not been received within two weeks of the start of each half-term for music lessons, school-led paid clubs and after-school club, then parents / carers will be notified that their child / children will no longer be able to participate in the relevant activities. This is not a decision taken lightly by the Governing Body and School Leadership Team, but has now become a necessity in ensuring that our school can continue to operate within its highly restrictive school budget.

We understand that there will sometimes be personal circumstances which prevent this pre-payment from being possible, and in these cases, we urge parents / carers to organise a meeting with Mrs Hanratty through the school office, so the school can work in partnership with parents to attain the best solution for all involved.



Wherever possible, the school would prefer payment to be made online using the SCOPAY website or app but cheques and cash are also accepted in the office. If using SCOPAY, it is very easy to set up alerts, with notifications via text and/or e-mail to inform you if your balance has dropped below a given amount. If you require any advice or help with setting up SCOPAY or associated notifications, please speak to the School Office.

If you are aware that you currently have outstanding payments owed to the school, please could you endeavour to pay these as soon as possible. Thank you all in advance for your understanding and co-operation of our payment system and for your continued support of our wonderful school.

Kind Regards

Kate Morey & Elizabeth Hanratty
Chair of the Governors Finance & Staffing Committee & Head Teacher