



**WYE FOREST FEDERATION
ST.BIAVELS AND REDBROOK
PRIMARY SCHOOLS**

**CHARGING AND REMITTANCE
POLICY**

Approved Full Governing Body: dd/mm/yyyy

Review period: annual/every 2 years/every 3 years

Signed _____ (Executive Headteacher)

Signed _____ (Chair of Governors WFF)

Date of Review: _____

Date of Review: _____

Date of Review: _____

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Wye Forest Federation Charging Policy 2018

Introduction

1. All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. Exceptions to this include individual or group music tuition (see paragraph 4).
2. Dinner Money
 - 2.1 School Lunches should be ordered online using Parentpay for children **NOT** entitled to universal infant free school meals (nursery and Years 3-6). Parents are responsible for ensuring that school meals are ordered online before 8.30am each day. They are also responsible for cancelling a meal if their child is off sick, before 8.30am. Any meals ordered should be paid for at the time of ordering. If you are having technical Parentpay problems then these need to be detailed in an email to admin so they can be investigated. The school uses a manual ordering system as well as Parentpay, so school meals will be ordered if there are technical problems.
Children entitled to universal infant free school meals are assumed to be having a meal each day and this is recorded using our manual system so parents do not need to worry about booking a meal on Parentpay.
A limit of £25.00 is applied to any outstanding dinner money. In the event of a debt being incurred then a communication will be sent out to parents. If the debt is not settled after week 2 the parent will need to provide sandwiches for their child/ren until the debt is settled.

3. Voluntary contributions for trips and events

- 3.1 When organising Federation events or visits which enrich the curriculum and educational experience of the children, the Federation invites parents to contribute. All contributions are voluntary. Our policy is that no pupil will be prevented from participating in a visit because parents are unable to pay. (However trips or events may not take place if there are insufficient funds).
- 3.2 Charges for Federation events are made on a per trip basis. Parents are also asked to sign generic permission slips at the beginning of each year, and the Federation provides detailed information to all parents prior to the event taking place.

4. Residential visits

- 4.1 The Federation organises a residential visit in school time or at the weekend, for the older children usually during the Summer term. A charge is made to cover the cost of travel, board and lodging and any extra tuition fees. The Federation will aim to support parents who receive benefits on application to the Executive Headteacher.

5. Music tuition

- 5.1 All children study music as part of the normal school curriculum. We do not charge for this.

5.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits can be supported by a Bursary on application. We give parents information about additional music tuition at the start of each academic year.

6 Swimming

6.1 The Federation organises swimming lessons for all children in both schools. These take place in school time and are part of the National Curriculum. There is a minimum cost for transport to this activity for which we ask for voluntary contributions. We inform parents when these lessons are to take place, and the generic permission slip covers this activity.

7 Wraparound Care (run by school)

7.1 The Federation currently provides a Breakfast and After School club at both schools. These take place directly before, and directly after school (specific times and details available in the wraparound care booklet and on our website). Each session is charged appropriately and attendance is recorded on Parentpay for billing purposes. Parents are required to pay for this service via Parentpay or other method if agreed in advance with the school office – for example Edenred. Wraparound care is billed on a Friday at the end of the week. Where possible, it would be great if parents could keep in credit but we are aware that when we are waiting for payment from other methods – for example Edenred the account may go into debt. Debts will be monitored weekly and will be chased.

A limit of £50.00 is applied to any outstanding wraparound care (unless agreed in advance). In the event of a debt being incurred then a communication will be sent out to parents and chased weekly. Parents will be prevented from booking Breakfast or After School Club if a limit of £150.00 is reached until the debt is settled.

8 Other Afterschool Clubs (run by outside providers)

8.1 The Federation offers additional after school opportunities for the children including sports and drama coaching. A qualified coach, who is not a member of the Federation staff, runs and organises these sessions. There is a charge for these events which parents pay directly to the coach.