

Charging Policy



St. Andrew's
Church of England Primary School

ENRICHING LIVES

Our Vision.....

We believe that every person in our school community should flourish and broaden their horizons. Therefore, it is the element of 'enrichment' that defines our school; we are a church school that endeavours to provide the widest of opportunities for all.

Within our caring and nurturing environment and guided by our shared Christian values, we aim to ensure that all voices in our school family can be heard and all are engaged in learning that develops and challenges them, excites their imagination and provides an opportunity to achieve their full potential.

We see everyone and everything as valued in the eyes of God and recognise that all the members of our family are individuals as we work together towards a society of mutual respect, compassion and justice.

Even the smallest person can change the course of the future."

..... JRR Tolkien

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1. Introduction

1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition. However, a voluntary donation may be asked for.

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 Please note that nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions towards the cost of activities. In the past, many activities have only been made possible by inviting parents to make contributions, and the Governors hope that parents will continue to give their full support by contributing voluntarily to similar activities in the future.

2.3 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 within the trip letter sent to parents.

2.4 The following is a list of additional activities organised by the school, which attract voluntary contributions from parents. These activities are known as "optional extras". This list is not exhaustive:

- visits to museums
- visits to the theatre
- musical events
- visits to farms
- swimming lessons
- school day trips
- 3rd party educational visits to the school

3. Residential visits

3.1 If the school organises a residential visit in school time or mainly school time, which enriches the curriculum and educational experience of the children, we do make a charge to cover the costs of board and lodging, travel expenses and entry fees. We do not charge for staff or educational materials. Charges relating to the visit will be clearly laid down before the trip and invoiced via the parent's online payment system account. Payment should be made via the GoCardless system and payment by cash, cheque or BACS transfer will only be accepted with prior approval. **Childcare vouchers cannot be used to pay for residential visits.**

3.2 If an installment payment is not paid before the due date, the child will be unable to attend the residential trip. If you have individual financial circumstances which are affecting your payment of residential visit charges please contact the School Office at the earliest opportunity to discuss possible personal payment arrangements. Families of children who cannot make a full payment may be supported at the Headteacher's discretion.

4. Music tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this. 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 give parents information about additional music tuition at the start of each academic year.

4.2 Peripatetic music tuition is offered by Lincolnshire Music Services (LMS) using their booking and payment system Speed admin. Parents and carers need to register directly with the online system to book and pay for their child's music tuition. The school does not book instrumental tuition for our pupils nor accept any payment in respect of tuition booked.

4.3 The school will access the Speed admin system to produce a register which will be held in the office and relevant teachers will be informed of booked lessons for pupils in their class.

4.4 Children eligible for Free School Meals are able to access a discounted rate for their peripatetic music tuition through LMS.

4.5 If your child wishes to stop receiving music tuition please inform LMS via the Speed admin system at the earliest opportunity.

5. Swimming

5.1 The school organises swimming lessons for specific year groups each year. These take place in school time and, although swimming is identified as a part of the National Curriculum, we endeavour to extend and enhance this basic provision. We ask parents to make a voluntary contribution towards the cost of providing this provision. We inform parents in advance when these lessons are to take place and the costs involved.

6. School Dinners

6.1 There is a charge per day per meal levied by our catering supplier The Farm Kitchen. Individual children may be entitled to free school meals if the Local Authority criteria are met. Lincolnshire County Council's online free school meal application service provides parents and guardians with an easy to use Parent Portal to apply for free school meals using the following link :-

<https://www.lincolnshire.gov.uk/schools-and-education/free-school-meals/>

6.2 Children in EYFS/KS1 are entitled to Universal Free School Meals. Information on this may be obtained through the school office.

7. Outside Organisations

7.1 Pupils taking part in activities out of school hours which are provided by outside agencies will normally need to be funded fully by parents/carers. Activities arranged by an outside organisation may charge parents via the school. Where this is the case charges will be invoiced by the school once a term **in advance**. Once an application to join the club has been received, charges will be added to the relevant online payment system account. A notification text will be sent to indicate the charge is due for payment and that payment is due before the start of the next Term. A reminder text will be sent during the last week of term if necessary. Payment should be made via the GoCardless system and payment by cash, cheque or BACS transfer will not be accepted without prior approval. **Childcare vouchers cannot be used to pay for activities run by outside agencies.**

7.2 **If payment is not received before the start of the Term the child will not be able to access the activity until payment is made, unless there are exceptional circumstances. Payment for missed sessions will still remain due.** If you have individual financial circumstances which are affecting your payment of fees please contact the School Office at the earliest opportunity to discuss possible personal payment arrangements.

8. Other Activities Charged to Third Parties

8.1 The school may charge for the hire of school facilities. Charges are reviewed annually by the Governors' Resources Committee to ensure the delegated budget is not subsidising the cost of running facilities for third party use. Charges are notified to hirers in advance of booking the facilities and a lettings agreement and application form are provided for completion by the hirer before use of the facilities is allowed.

8.2 Users are invoiced in advance, wherever possible, for use of the facilities and in accordance with VAT rules and regulations.

9. Refunds

9.1 Where an activity is chargeable to the parent and the pupil has been unable to attend as a result of a School activity arranged for the same time, no charge will be made, eg peripatetic music lessons.

9.2 Where an activity is chargeable to the parent and the school has been previously informed of a change in time/date by an instructor/teacher and this is not communicated by the school to the parent, resulting in a missed lesson, no charge will be made.

9.3 Specific activities may have individual refund policies which will be made clear to parents at the time.

9 Arrears

If you have individual financial circumstances which are affecting your booking, please contact the School Office at the earliest opportunity to discuss possible personal payment arrangements.

The Governors have agreed the following policy should an online payment system account go into arrears:

- Account holders with an arrears balance will be notified by text.
- A further reminder text will be sent.
- If any charges remain unpaid for more than 3 term time weeks since the due date, the account can be frozen to prevent any bookings of Breakfast & Afterschool Club sessions, Nursery sessions and outside activities. The account holder will be informed in writing and told that no further bookings can be made until the account is settled. Breakfast & Afterschool Club and Nursery sessions already booked will be able to be accessed. The account holder will be invited to discuss a manageable payment plan of the amount in arrears and the account will be un-frozen once payment had been received.

10. Penalties

The School fully appreciates that parents and carers may very occasionally be late in collecting children from Afterschool Club or Nursery sessions and should this happen we would need to be notified so that we can make appropriate arrangements.

However, where this occurs more than once in 10 working days for a period exceeding 10 minutes, then we will write to advise you that an additional charge would be due of £10.00 and an additional £5.00 per 5 minute block thereafter.

Unfortunately, if this additional charge is not paid within 5 working days or 3 charges are incurred over a 30 working day period then the school reserves the right to withdraw the offer of a place.