



Sunnyhill Primary School

Charging and Remission Policy

Introduction

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 and contributions towards curriculum enrichment – visits out and visitors coming into school.

School trips, visits and school activities

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school will request contributions from parents/carers to cover the cost of the experience. These visits will not be able to go ahead in the same way without contributions and may be subject to short term cancellation if we are unable to secure contributions. We are able to provide a subsidy for children entitled to pupil premium but a partial contribution will need to be paid. If pupils are not able to take part in the activity due to unforeseen circumstances e.g. illness, refund will not apply.

Residential Trips

If the school organises a residential visit, which is to provide education directly related to the National Curriculum, we do not make a charge for the education. However, we do make a charge to cover the costs of accommodation and board, which includes contribution towards the transport from and to the venue. Currently, we offer a residential visit in Year 6.

Music Tuition

All children study music as part of the National curriculum. We do not charge for this.

Instrumental and vocal music tuition for individuals or small groups during the school hours are an exception and are chargeable as they are additional curriculum activities undertaken during the school day. These lessons are taught by peripatetic teachers. Money must be paid in advance of the lessons in that term. Charges are for the term not per lesson.

Extra-Curricular Clubs

The school will make a small charge to cover the costs of extra-curricular clubs (e.g. art, basketball, etc). Club opportunities will be offered before the start of each term and must be paid in advance.

Late collection of children at the end of the day

The normal school day operates between the hours of 8.45am and 3.15pm and children should be collected promptly at 3.15pm. The school does not run a free out of hours' child care service and it is the parent/carer responsibility to ensure children are brought to and collected from school on time.

An emergency place for your child can be booked for the After School Club (ASC) if you are anticipating difficulties in being on time to collect your child, please contact the office in advance.

If you repeatedly collect your child late (more than 3 times), a late collection fee will apply. If you collect your child late more than 3 times, a late collection fee of £5 for every 15 minutes will apply. If your child is not collected and needs to be taken to ASC provision, then an additional fee of £22 will apply. The late collection fee and emergency ASC booking will be payable via our payment platform, The School Gateway App.

Breakfast Club and After School Care

Breakfast Club runs from 7.30am until the start of the school day at £4.50 per day (£3.50 for every subsequent sibling enrolled).

After School Care operates from 3.15pm until 6.30pm, at £16 per child (£12.50 for every subsequent sibling enrolled).

If payment has not been received for the Breakfast Club, the school may grant a debt allowance of one breakfast session. This must be paid the next day and the account brought into credit.



After School Care must be paid in advance for attendance to be allocated. Late collection from ASC (any time past 6.30pm) will incur a late fee of £10 for every 5 minutes of lateness. If you repeatedly collect your child late from ASC, your place will be withdrawn. If we are unable to contact anyone after 7pm, we will inform social services who will take charge of the situation.

School Meals

Parents and carers must pay in advance for meals and can do so online using The School Gateway App. If a parent forgets to pay in advance, the school may grant a debt allowance of one meal. However, this debt must be paid the next day and the account brought into credit. If a school meal debt is accumulated, your child will be offered toast and fruit rather than a school meal. If you are experiencing difficulties, it is vital you make contact with the Head Teacher or Deputy Head for inclusion – we will try to support where we can but we cannot offer to pay for school meals.

Parents are asked to complete a school meals contract stating whether they wish their child to receive a school meal or that they will bring a packed lunch from home.

Breakages, loss or damage

Parents may be requested to replace school equipment, books or other school items which have been lost, broken or damaged by their child as a result of poor behaviour or carelessness. One of our school rules is '*respect our environment*' and this includes school property.

Lettings

The school will make its facilities available to outside users at a reasonable charge based on the value of the facilities. Please refer to the School Letting Policy for further details.

Remissions

Funding from Pupil Premium payments is used to subsidise enrichment activities.

Where a child is eligible for Pupil Premium the Head Teacher may remit all or some of the charges in respect of board and lodging for a residential trip.

The Head Teacher has the discretion to waive or reduce any charges properly made or any voluntary contributions paid or promised. Any request by a parent or carer for waiver or remission of charges or voluntary contributions will be treated in confidence.

Debt Management

The School's Governing Body has a responsibility to ensure that appropriate procedures are in place to enable the school to receive all income to which it is entitled. Sunnyhill Primary School has a strict NO DEBT policy, therefore the school will take all reasonable measures to collect any monies owed to the school and reserves the right to withdraw services that requires payment. This is to ensure school meal debts are kept to a minimum and avoid parent/carer incur a debt.

Dinner Money

The school can only offer free school meals to children whose parents qualify for FSM entitlement; all other meals must be paid for. If parents/carers believe that their children may qualify for entitlement for Free School Meals, please contact the office to complete the necessary application/ check.

The school is invoiced for meals provided and it is important that parents/carers pay for meals via our online payment system. Insufficient funds received from parents/carers mean that the school budget has to pay for debts incurred by them instead of being spent on children's resources.

Payment for school meals should be paid in advance and parents need to ensure that their child's account is always in credit. No child should be sent to school with no money on their account and expect to be given a meal.

Parents who do not want their child to have a school lunch, should provide a healthy packed lunch.



Procedures

Day 1 - Once child's account goes into debt, a reminder text will be sent to parent/carer to make a payment. If a parent/carer genuinely forgets to pay in advance, the school may grant a debt allowance of 1 meal. However, this debt must be paid the next day and future meals must be paid for in advance, before any meal is provided.

Day 2 - If the child's account remains in debit the following day and the child doesn't bring a packed lunch, the school will contact parent/carer to ask them to make a payment online or bring packed lunch before lunchtime. If the contact with parent/carer cannot be established, payment is not made or packed lunch is not brought in, the school will provide the child with toast & fruit.

Day 3 – The following day a debt letter will be sent by the Head Teacher, should the debt still remain unpaid.

Day 4 – A reminder text/email will be sent.

Day 5 - If the parent/carer does not make contact, take actions, or arrangements to pay have not been fulfilled, the child, school meals will be withdrawn and the parent/carer must provide a packed lunch.

A member of the office team will call parent/carer to inform them of school meal withdrawal and a text/email will be sent advising that 'due to unsettled school meal debt, your child will be unable to have any meals at school. Please provide your child with a healthy packed lunch to bring to school'.

At each stage the school will carry out following checks:

1. Is this a FSM child, are the dates correct?
2. Is there a possibility that payments have not been recorded correctly?
3. Does this parent/carer normally pay on time, is this just a one off?
4. Has the parent made a contact?
5. Has the parent spoken with a member of SLT/ HT with regard to financial difficulty?

Breakfast Club and After School Care

Children may only attend if fees have been paid in advance.

If the club is cancelled for any unforeseen reason (e.g. Staff absence or other matters outside school control) a refund for the lost session/s will be made. If a child does not attend a club for whatever reason no refunds will be given.

Breakfast Club account must always be in credit if you wish your child to attend Breakfast Club. The school may grant a debt allowance of 1 session, however, this debt must be paid the next day and future sessions must be paid for in advance, before attending.

After School Care sessions payments need to be made in advance. If the parent/carer does not make payments in advance their child's place will be withdrawn from After School Care.

Action the School may take

The Governing Body acknowledge that, on occasion, families have financial difficulties and in these proven circumstances, the school will work hard with the family to agree a solution. If this situation arises please make an appointment to see the Head Teacher to discuss your individual circumstances and trust that this will be dealt with the strictest of confidence.

The School does however, reserve the right to take further action to recover outstanding debt.

Approved By:	Resources Committee 28.03.2023
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