



# 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 voluntary contributions towards educational visits (both external and internal).

### **Voluntary Contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school may request voluntary contributions from parents/carers to cover the cost of the trip. All contributions are voluntary. However, if the contributions received are insufficient, we may be forced to cancel the trip/activity. If a trip goes ahead, it may include children whose parents have not paid any contributions. We do not treat these children differently from any others. If pupils are not able to take part in the activity due to unforeseen circumstances e.g. illness, refund will not apply.

Each academic year we ask parents to contribute £30 per child as a contribution to their child's school trips and for educational visit/visitors.

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

- Visits to museums/ city farms;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- Musical events;

### **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 a charge for the education or travel expenses. The school funds the cost of transport to and from the venue. However, we do make a charge to cover the costs of accommodation and board.

### **Music Tuitions**

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

Music tuition for individuals or small group 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.

### **Swimming**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

### **Late collection of children at the end of the day**

The normal school day operates between the hours of 8.55am 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.

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

If you repetitively collect your child late (more than 3 times), a late collection fee will apply. Your child will remain in the school office until 3.40pm at a charge of £5, at 3.40pm your child will be taken to ASC charged at an emergency booking rate, currently being £22. The late collection fee and emergency ASC booking will be payable via our online payment system SIMS Pay or by using a bar code, provided by the school office team.

### **Breakfast Club and After School Care**

Breakfast Club runs from 7.30am until 8.55am 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 2 weeks 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 repetitively collect your child late from ASC, your place may be withdrawn and social services may be informed.

### **School Meals**

Parents and carers must pay in advance for meals and can do so online using SIMS Pay or via barcode, collected from the school office, at Pay Point/Post Office. 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.

Parents are asked to complete a school meals contract stating whether they wish their child to receive a hot 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 a pupil's misbehaviour or carelessness.

### **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 may be used to enable children to take part in activities that enrich their learning that they would otherwise not have experience of (e.g. school journey).

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**

No parent or carer would take their child out for a meal and expect their child to be given food without payment, the same applies at school. If parents cannot afford school meals, they can apply for Free School Meals. 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 or using a bar code at a Pay Point/Post Office. 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 send 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 will be withdrawn of school meals and parent 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 two weeks 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.

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