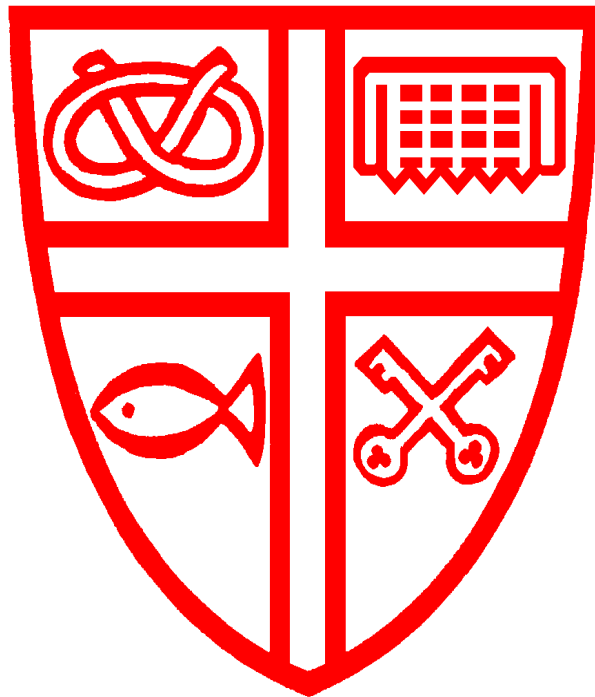


St Peter's CofE (A) Primary School

Love Christ
Love Learning
Love One Another



Charging, Remissions and
Debt Policy
June 2024-2025

INTRODUCTION:

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on a yearly basis by the school Governing Body's Finance Committee.

Philosophy:

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Aims and Objectives:

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or in which the whole class engages.
- Instrumental and vocal tuition for children in care.
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

Voluntary contributions:

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

Chargeable activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
 - (a) Part of the National Curriculum.
 - (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
 - (c) Part of religious education.

(Note: This could include before and after school clubs run by the school).

- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product. Parents may be asked to consider buying certain items of equipment (such as a recorder) for use by their child in school. Children whose parents are unable or unwilling to purchase such items will have them supplied by the school.

Music Tuition — Individual or Small Groups:

This refers to tuition provided by the County Music Service through its peripatetic staff. Children participating may provide their own instrument or be charged by the County for the loan of an instrument. The school pays for the tuition out of its own budget; however, parents are expected to pay the full cost of their child's tuition fees, via ParentPay, half-termly in advance; currently £7.50 per lesson.

Payment is via Parent Pay, and in order to book a place with the music teacher, the school requires payment in advance, each half term. If a child decides they no longer wish to continue, parents still need to pay for the half term. This is because the school has to make a commitment with Entrust Music Service which can only be changed on a termly basis. The school requires notice of approximately six weeks, should a child wish to stop music lessons.

If the Music Service cancel any lessons, the school will refund £7.50 for each session cancelled.

The school is unable to refund charges for lessons missed due to a child's absence.

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

School Trips / Visitors to School:

For the majority of occasions parents will be asked to make voluntary contributions towards the cost of school visits taking place in school time (subject to remission arrangements) Trips will also be subsidised from the school fund where possible. The level of voluntary contributions will be a determining factor in deciding the range of visits offered to our pupils.

After School Clubs:

The school runs a range of additional clubs to support its ethos of a broad and balanced curriculum. Where the school run clubs that use additional materials / resources i.e. ingredients for cooking club, materials for craft clubs a small cost to cover costs will be requested. Privately run clubs are available for children to attend; parents are able to book and pay for clubs via ParentPay.

Calculating charges:

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. Support for cases of hardship will come through voluntary contributions, fundraising and School Fund. Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Remissions Policy:

The school recognises that remissions are required to ensure all children can participate fully.

Parents who would qualify for support are those who are in receipt of eligible benefits.

Charges for activities may be fully or partially remitted as follows.

Residential Visits - full remission

Trips - partial remission 50% of up to three trips a year

Music tuition - partial remission 50%

Cost above £10 / for visitors to school - partial remission 50%

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Eligible benefits:

Parents who are in receipt of the following benefits will be entitled to the remission of charges:

- Universal Credit
- Income support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual gross income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190.
- Working Tax Credit run-on- paid for four week after you stop qualifying for Working Tax Credit.

Late Collection

- Children who are late to be collected will remain in the hall until 3:35pm and then will be taken to Afterschool Club where they will remain until they have been collected by an adult.
- For any child taken to Afterschool Club a charge will be incurred at this point. Full charge of £4.50 a session
- The school understands there will be times where delays are unavoidable and are happy to supervise children on these occasions - parents must inform the school if they are going to be unavoidably late as soon as possible. Costs will not be incurred in these instances.

Breakfast Club / Afterschool Club

The school runs a Breakfast and Afterschool club as a support for parents. Parents are able to book most sessions via ParentPay; whereby payment in advance is required to secure a booking. Any sessions taken during a week, where payment was not taken at the time of booking i.e. late booking due to unforeseen circumstances/ late collection must be paid for by 8:30 am the following Monday morning, at the latest. Children will not be able to attend further Wraparound sessions until all outstanding payments are received.

Breakfast Club

£3.00 from 7.45 a.m. - 8.45 a.m. (*includes breakfast, drink and snack*)

£1.00 from 8.25 a.m. - 8.45 a.m. (*no breakfast included*)

Breakfast is not served after 8:25am. Additional breakfast items can be purchased at a cost of 30p per item.

Afterschool Club

3:00-3:30pm - £1 no snack - Nursery only
3:30-4:30pm - £4.50 including snack
3:30-5:30pm - £6.50 including snack
4:30pm + - £3. 50 including snack

There is no partial or full remission of costs for any children attending these two Wraparound clubs.

A late collection fee of £15 per child will be applied if the child/ren are collected after 5:35pm. This is included in the parental terms and conditions for our wrap around provision.

Nursery

The school operates a Governor run 30hr Nursery. 30hrs /15hrs funding is available to parents, dependent on financial circumstances.

Additional sessions at a cost of £15 per morning or afternoon are available (9am-12pm) and (12pm-3pm), if parents do not qualify for the full 30 hours funding. Payments due for any additional sessions taken, on top of funded sessions, are charged monthly in arrears via individual payment items on ParentPay. Payment is due within 1 week of the payment item going live. There is no partial or full remission of costs for any group of children attending the Nursery.

The school does not provide lunch for children; this has to be bought or provided by parents. Milk and fruit are provided free of charge.

School Meals/Snacks

Parents are able to book school meals via Cypad/ParentPay; whereby payment in advance is required to secure a booking. Any meals taken during a week, where payment was not taken at the time of booking i.e. a child forgets their lunch/ parents forget to book a meal, must be paid for by 8:30 am the following Monday morning, at the latest.

Parents/carers will not be able to book more meals until all outstanding payments are cleared and will need to provide a packed lunch from home.

Break Sales

Parents will complete and sign an order slip for break sales each week. This includes prices for each item. The slips will be sent to the kitchen where kitchen staff will check credit on parents pay and create a list of snack to supply. If there is not enough credit the school office will be informed and send out an email to parents. Snack will only be served when there is enough credit to cover the cost.

Policy Written: March 2016, reviewed March 2018, March 2021 by Finance Committee.

Combined with debt policy November 2021. Reviewed April 2022 Reviewed June 2023 Reviewed may 2024

Date of Next Review: June 2025

Written by:

Mrs Sarah George

Headteacher

Agreed by Finance Committee.

Mr Simon Hillman

Chair of Finance Committee

Appendix 1:

St Peter's CE(A) Primary School Wrap Around Provision Club - Terms and Conditions

General

1. The Wrap Around is open to children attending St Peter's Primary School and other local schools for Nursery age children through to Year 6, and is run by St Peter's school staff.
2. The club is open from the end of the school day until 5:30pm during term time only.
3. The club provides a balanced snack (a full list of food and drinks offered is available from the school) and activities for the children after school. See section 13.
4. Children can be collected from the front door - parking up until 4:45pm on the Parish council carpark and from 4:45pm there will be access onto the school carpark.

Bookings

5. Bookings must be made on the parent pay by parents to secure a spot
6. Enquiries regarding the Wrap Around should be made to the school office, or a member of Wrap Around staff.
7. A booking can be made for either a regular place, e.g. every Monday, or for 'one-off' date(s). We aim to accommodate all requests made, however places are limited at the club.
8. If you no longer require the booking please cancel on parent pay - note the funds will be returned to your parent pay purse not your account.
9. Where a child turns up at Wrap Around without booking the school office will contact parents. It may be the case that at that point school has to book the child into the provision.
10. If a parent calls during the day to request a spot they will be directed to book online.
11. The child will not be able to be booked in if on the Monday there is debt on their account - school will inform parents.

Payments

12. The charge for each breakfast daily session is £3 until 8:25pm (including snack) and £1 after that (no snack)
13. The charge for each daily session is £4.50 until 4:30pm (including snack) and £6.50 until 5:30pm - per child. The daily charge includes one food item and one drink item. There is a third session which can be booked for after a club at the cost of £4 - 4:30pm onwards
14. All payments must be made in advance of the date(s) of attendance.
15. All payments are non-refundable as provisions are purchased based on the number of places a child is registered for. Refunds/credits will not be given for non-attendance/cancellations unless there are exceptional circumstances. This decision will be made by the school.
16. There will be a fine of £15 per child for late collection of children after 5:30pm to cover additional staff hours. Please inform us as soon as possible if there is a reason beyond your control which may result in a late collection.
17. Children should not bring their own toys, games or any items of value to the club. The school is unable to accept responsibility for any such items.

Dietary Needs and Medical Conditions

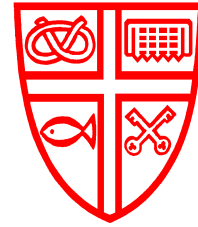
18. The school is unable to administer medication to a child at the club unless it is an Epi-Pen or an Inhaler for which parents must have completed a 'Request and Consent for the Administration of Medication in School' form, available at the school office. It is the parent or guardian's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and is marked clearly with your child's name.
19. It is the parent's or guardian's responsibility to disclose any special dietary needs, allergies or medical conditions on the booking form.
20. Children are not permitted to bring their own food to Wrap Around unless this has been agreed in writing by the school in advance of their attendance at the club.

Withdrawing an offer of a place

21. The school reserves the right to withdraw an offer of a place if a child's behaviour is deemed by staff to consistently unacceptable resulting in distress or disruption to adults or children at the club.
22. The school reserves the right to withdraw an offer of a place where a child has not attended the club for their allocated session for a period of 3 consecutive weeks.
23. The school reserves the right to cancel the booking with immediate effect. Any arrears for sessions already attended must be paid for in full.

St. Peter's CE (VA) Primary School

School Debt Policy



Introduction

The schools governing body has a responsibility to have a debt recovery policy which ensures that appropriate procedures are in place to enable the school to receive all income to which it is entitled. The school has put into place systems that reduce the opportunity for parents to get themselves into a situation where they build debt.

Aims and Objectives

- To ensure that the governing body complies with the Staffordshire Scheme for Financing Schools and Financial Regulations;
- To protect the delegated school budget;
- To apply this policy consistently to ensure debt is dealt with in a timely manner;
- To ensure further goods or services are not supplied to parents/carers or customers who have not paid for items already received or used.

The debt recovery process

St. Peter's has procedures in place which are used to collect income.

- Firstly, the office will send out an email asking for the debt to be paid by the end of the week, services for additional payments such as snack and hot dinners, clubs and wrap around clubs will be paused until payment is made.
- If payment is not made within a month the head will send out a request for payment.
- If it is not resolved within two weeks the process below will start.

An official invoice will be raised through Staffordshire County Council's finance system which will lead to the council's debt recovery procedures, as follows:

- An invoice is raised with payment terms of 28 days
- A reminder is sent 3 days after the 28 days has expired
- A final notice is issued before the school can request the debt recovery officer to contact the parent/carer at their home (minimum value £150) or the matter referred onto the courts (minimum value £250).

If any parent/carer is experiencing hardship, it is vital that they contact the school in the first instance.

Dinner money

Payment for school's meals should be paid via your child's ParentPay Account as you book them through cypad.

Where it has been identified a child has not booked, the office will phone to remind the parents to book on line which they can do up until 8:00am

After this time the school will have to book the children a dinner and a debt will be created. This must be cleared by the end of the week.

Governors have decided on the following policy regarding unpaid meals:

- No child will be refused a meal, irrespective of whether the parent has paid if they arrive at school with no food however every attempt will be made to contact parents to rectify this situation first.

If any parent/carers is experiencing hardship, it is vital that they contact the school.

Wrap Around

Parents are responsible for booking their own Breakfast Club and After School sessions. Payment has to be made in advance of attendance, via the relevant ParentPay item on your child's account. When a parent phones during the day to request a space, they will be directed to parent pay. If a child turns up at Afterschool club without a booking or a call during the day then parents will be phoned. The school can book them on at this point. However, if the debt has not been cleared by Monday the following week the children will not be able to use the facility until the debt is cleared. For Breakfast club the same principle will be followed.

However, there is no option to book for the two £1 club sessions - before and after school. Staff have to upload this to parent pay where funds are drawn from the credit parents keep on their account. If there is no credit then parents again have to clear the account by the following week before they are allowed to use the facilities.

Parents who use **Childcare Vouchers** from their employers to settle accounts will be sent a statement at the end each half term. Payment must be received within **10** days. However, it remains the responsibility of parents/carers to pay any amounts owed. Any non-payment will result in the parent/carers being informed that their child can no longer attend the Wrap Around facility.

If any parent/carers is experiencing hardship, it is vital that they contact the school.

Nursery fees

Payment for sessions attended at St. Peter's Nursery should be made in advance of the child attending the session.

If any parent/carers is experiencing hardship, it is vital that they contact the school.

Extended school activities

Payment for extended school activities must be made in advance of the activity/club taking place, via the relevant ParentPay item on your child's account. If a child turns up at the club who is not on the register parents will be contacted. The child will be able to attend the club if we have parent's permission but if they haven't signed up by the following week they won't be able to attend. The office will update the register list as necessary once payment has been made.

If any parent/carers is experiencing hardship, it is vital that they contact the school.

Music tuition

When signing up for music lessons parents must pay the half term in advance. They must give a month's notice of stopping using the service in writing for the first half term (Autumn 1) and a half term notice for subsequent half terms.

Board and lodging on residential visits

The board and lodging element of a residential visit can be charged to parents/carers and they are notified of the cost in advance and are given the opportunity to pay in instalments should they wish. Payment must be made in full before the departure date or the child will not be allowed to attend.

If any parent/carers is experiencing hardship, it is vital that they contact the school.

Remission of fees

In some cases, governors have agreed that parents in receipt of certain benefits are either not liable for the certain fees, or are eligible for a reduction. This applies only to: trips and visits, music tuition or board and lodging on residential visits.

This does not apply to Dinner money, Wrap Around, Nursery fees, extended school activities such as sports clubs.

This is included within the Charging and Remissions Policy, which is reviewed annually.

Historic Debts

Where historic debt exists, this will be separated into a separate payment item. Parents will be informed of this verbally and by email. Parents agree to pay off a certain amount a week to clear the debt. If parents do not engage in conversation regarding clearing the debt it will then the debt recovery process above will start.

Lettings

Contracts for lettings of the school premises will be drawn up as necessary between the school and the client [in line with the Charges and Remissions Policy](#).

Failure to pay on time will result in the debt being referred to the County Council for recovery. The letting agreement will be void [and the client will be refused future](#) hires.

Writing off debts

When all practical and cost-effective methods of debt recovery have been exhausted by Staffordshire County Council, the school will be notified of the amount of debt that is considered to be irrecoverable.

The governing body will take into account the age and size of each debt and any advice from the County Council before making a decision to write off debt.

Approved by Governors on _____

Due for review on _____