



## Charging and Arrears Policy

### 1. **Aims**

Our school aims to:

Have robust, clear processes in place for charging and arrears.

Clearly set out the types of activity that can be charged for and when charges will be made.

### 2. **Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

### 3. **Voluntary contributions**

- 3.1 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, trips may be cancelled if they are not financially viable. Sometimes if the budget allows the school will subsidise the costs of the trip in order to support it going ahead. If a trip goes ahead, it may include children whose parents have not paid any contribution.
- 3.2 If a parent wishes their child to take part in a school trip, but is unwilling or unable to make a voluntary contribution, the child will fully participate in the trip or activity and will not be treated any differently to other children. Parents have a right to know how each trip is funded. The school provides this information on request.
- 3.3 The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:  
Visits to museums etc.  
Sporting activities which require transport expenses;  
Outdoor adventure activities;  
Visits to the theatre;  
Residential visits.  
Musical events.

### 4. **Music tuition**

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 On occasion the school may decide to offer individual or group music tuition beyond the National Curriculum. Parents would be advised if this were available. There



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would be a charge for these lessons unless this can be subsidised by the school budget. Graiseley Primary currently fund these lessons in full, with no cost to parents.

### **5. Swimming**

The school organises swimming lessons for children in KS2. 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.

### **6. Clubs and other Activities**

On occasion the school may offer sports coaching such as; Football, Tennis, Cricket with a professional coach, beyond the National Curriculum. Parents would be advised if this were available. There would be a charge for these lessons unless this can be subsidised by the school budget.

### **7. Before/After School Clubs**

7.1 Extra curricular clubs /events may be chargeable to cover the cost of additional resources items. Parents would be informed in advance if this applies.

7.2 Breakfast Club is a charge of £1.00 per child, per session (8:00-8:40am), with the exception of pupils receiving Pupil Premium who can access this provision for free.

7.3 We do not currently offer After School Club provision, apart from the adhoc sports clubs that run throughout the year.

### **8. Late charges**

8.1 Late charges will be applied for late collections at the end of the school day as follows:

School:- £5.00 per child 3:30pm – 4:30pm  
4:30pm onwards - £11.00ph per child to cover the cost of staff.

Nursery:- £5.00 per child 12:00 – 1:00pm  
1:00pm onwards - £11.00ph per child to cover the cost of staff.

After school clubs:- £5.00 per child 4:15pm – 5:15pm  
5:15pm onwards - £11.00ph per child to cover the cost of staff.



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### **9. Photo Copying/Telephone/Fax**

- 9.1 A charge of 5p per black copy, and a charge of 10p per colour for staff and parents for the use of photocopier for personal use.
- 9.2 A charge of 30p for staff and parents for the use of school telephone for a maximum time of 5 minutes.

### **10. Arrears**

- 10.1 Any non- payment of monies is very closely monitored by the office staff. If payment isn't received for the previous week a reminder message is sent to the parent via School Ping on a Monday.
- 10.2 If no money is sent by the end of that week a further message is sent as an arrear's reminder.
- 10.3 After 14 days of non-payment we will then telephone the parent in question to remind them that still no payment has been received.
- 10.4 The arrears do not normally extend beyond 14 days. In event that they do:
  - A letter would be sent from the Headteacher.
  - Parent contacted by phone to inform them that their child will be unable to have a school meal or stay for clubs etc and they must provide a packed lunch until the arrears are paid.
- 10.5 If arrears are not cleared this is then reported to the Resources and Finance Committee in the termly meeting.

### **11. Cash payments and procedures**

We operate a cashless system in school but cash is still collected on some occasions such as school council events, fundraising events or is parents have difficulty accessing online payments. Cash payments can not be accepted for school meals.

- 11.1 Children and Parents pay any cash payments into the school office.
- 11.2 The office check that the money is correct and issue any change. A receipt is provided upon request.
  - Trip money is entered on a manual cash income spreadsheet
  - B'fast club money is entered onto a spreadsheet system
  - School fund money is entered onto the electronic school fund spreadsheet.
  - FOG money is entered onto the electronic FOG spreadsheet.
- 11.3 The money is checked by a second member of staff, normally the office manager, who countersigns the proforma paying in slip. The money is bagged up and the relevant banking slip is completed. It is then sent via Securicor to the Local Authority.



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### **12. Online payments and procedures**

- 12.1 Parents are encouraged to pay online where possible through the school app 'School Ping'. All school dinners must be paid via School Ping.
- 12.2 When a child starts the school parents are sent an invite to set up their school ping account.
- 12.3 Transaction fees for payments made via School Ping (via the pay 360 gateway) are not passed onto parents, this is covered by the school budget.
- 12.4 School dinners and B'fast Club fees are charged to the school ping account at the end of each week on a Friday. Funds are taken from the parent's 'online wallet' or if not enough funds are held in the wallet a notification is sent to pay by card or do a wallet top up.
- 12.5 Trip or event payments are requested by sending a message to parents on the School Ping app with a payment link. This is normally sent along with the trip letter and consent request.

### **13. Free School Meals**

We buy into the LA FSM checking service who conduct regular checks on eligibility using parent/carer National Insurance numbers. The school work closely with this team to ensure that anyone eligible will be picked up through the checking service.

### **14. School Meal**

Parents who would like their child/children to have a school meal the charge is £2.70 per meal, £13.50 for the week. We ask that meals are paid in advance on a weekend via School Ping for the week ahead.

### **15. Milk Charges**

Children under 5 years old are eligible for free milk. Children who turn 5 years within the term are charged for the term after. For children age 5 years and above in Reception class, parents may choose to purchase milk at a charge of £15 per term. This would be charged via School Ping.

### **16 Roles and responsibilities**

#### **16.1 Governing body**

The governing body has overall responsibility for approving the charging and arrears policy, but can delegate this to a committee, an individual Governor or the Head teacher.

Responsibility for approving the charging and remissions policy has been delegated to the Resources and Finance committee.



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Monitoring the implementation of this policy has been delegated to the Resources, Personnel and Pay committee.

### 16.2 Headteachers

The Head teacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

The Head teacher is responsible for pursuing any arrears.

The Headteacher keep the Resource & Finance Committee/ Full Governing Body aware of any significant problems with arrear payments.

### 16.3 Staff

Staff are responsible for:

Implementing the charging and remissions policy consistently

Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

### 16.4 Parents

Parents are expected to notify staff or the Head teacher of any concerns or queries regarding the charging and remissions policy.