	<b>Lindale CE Primary School – Charging and remissions policy</b>			
	Approval responsibility	Finance and Staffing Committee	Date of review:	Jan 24
	Review period:	1 year	Next review date:	Jan 25

### 1 Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 08.50 -12.00 and 13.00-15.20.

### 2 Advice

The policy has been informed by the Cumbria Children's Services Directorate advice issued in July 2007.

### 3 Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy, teaching and learning policy and off-site visits policy.

### 4 Role and responsibilities of head teacher, other staff and governors

The head teacher will ensure that the following applies:

#### During the school day:

All activities that relate to the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It also excludes charges made for instrumental and/or vocal tuition, unless that tuition forms part of the National Curriculum, part of the syllabus of a prescribed public examination or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (wider opportunities).

Voluntary contributions may be sought for activities during the school day which entail additional costs, including educational visits, theatre or pantomime experiences and swimming sessions.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. See calculating costs.


#### Optional activities outside of the school day:

We may charge for extra-curricular activities outside of the school day such as after school and care clubs. We may ask for a contribution towards the cost of materials, for example in Craft Club.

#### Residential:

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions) or Guarantee element of State Pension Credit.

In order to make up any shortfall in overall charges by the residential provider, eg tuition, parents will be asked to make a voluntary contribution. No child will be denied the opportunity of attending a residential if the parents do not wish to or cannot contribute voluntarily. However, it is possible that, unless sufficient voluntary contributions are received to cover the cost, the experience will not go ahead.

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### **Music tuition**

No charge will be made for tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at this school, or forms part of religious education.

A charge will be made for vocal and musical instrument tuition for either an individual pupil or groups of any appropriate size, where it does not fall into the category of teaching described above.

### **School Meals**

School meals are available to pupils at a cost of £2.80 per day or free of charge to those pupils who are entitled to FSM (Free School Meals) & UIFSM (Universal Free School Meals R-Year2). Information on how to apply for free school meals is available from the school office and can be found at: <https://www.gov.uk/apply-free-school-meals>.

**Payment & ordering of school meals is required weekly in advance** via ParentPay ([www.parentpay.com](http://www.parentpay.com))

### **Please note:**

Should a child arrive at school without a packed lunch, we will telephone home in the first instance to establish if alternative arrangements have been made.

While we do understand that everyone forgets occasionally, the school is not obliged to provide a school meal where payment is not forthcoming or where authorisation for a free school meal has not been received. We will therefore act promptly to address financial issues at an early stage if we can, to prevent arrears accumulating.

If no alternative arrangement is in place, we will suggest that, before lunchtime, the parent should bring to school a suitable packed lunch or the cost of a school meal. In special circumstances we might grant the parent a debt allowance of one meal (special permission to pay on the next school day), on the understanding that all future meals will be paid for in full, in advance.

Where our efforts to resolve payment problems within the same school week fail, or where a persistent debt has arisen the following procedure applies.


If a parent accumulates a school meals debt, we will send home with the child a reminder letter detailing the amount owed and asking for immediate payment.

If payment is not received and the debt amount increases, a second reminder letter will be sent home detailing the consequences of non-payment and a final date by which payment must be made.

If the matter remains unresolved, the parent will be sent a 3rd and final letter requesting payment and detailing the school's next steps, which could include debt recovery action.

The school budget cannot tolerate a school meals debt amounting to more than one week's payment. If debts are incurred by parents, the school budget has to pay for them. This means that money which should be spent on children's education is used to pay for debts incurred by parents instead. If a parent repeatedly fails to provide a packed lunch, or sufficient monies to cover the cost of school meals, we may need to make a referral to our Local Safeguarding Children's Partnership in case this is a sign that a pupil is experiencing a significant underlying wellbeing or safeguarding issue.

Parents in specific financial difficulties should speak to the head teacher in the strictest confidence. School will, in exceptional circumstances and where we believe the money will be forthcoming,

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continue to provide a school meal conditional on full payment being received in a reasonable timeframe. We are committed to working together to find a suitable payment plan for any parent who asks for one. We might also be able to signpost a family to government support they may be entitled to, or to community support available in the immediate or short term.

Where no attempt is made to clear a debt, we will take appropriate debt recovery action in accordance with our normal financial procedures.

### **School milk scheme**

Up to one third of a pint of milk is available to all children free of charge, regardless of their family circumstances up to the age of 5.

When a child has their 5th birthday, a small charge will be made towards the cost of continuing to provide this single portion of milk to those parents who want their children to continue receiving it. This is accessed through registering with Cool Milk, payment is made directly to Cool Milk by parents.

### **Breakfast / After school club (Fun Club)**

Charges will be made for any childcare services offered to pupils attending before/after school club with the level of fees and any remissions to be set and reviewed regularly by the Governing Body. For information about current childcare charges please see our website [www.lindale.cumbria.sch.uk](http://www.lindale.cumbria.sch.uk) or ask to speak to Mrs Curwen / Mrs Barnsley, Head Teacher or Mrs Wood, Office Manager. This section about childcare services does not apply to extra-curricular after school activities.

### **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. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those, for example, in receipt of Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions) or Guarantee element of State Pension Credit.

### **Debt recovery**

It is the financial management policy of this school that all services provided by the school are paid for in advance and therefore it is expected that no debts will be accrued. In the unlikely event that debts are accrued, the Governing Body authorises school to take all reasonable measures to collect debts as part of its management of public funds. In doing so they will observe the relevant financial regulations and any other legal requirements.

Staff will follow set school procedures to secure the collection of all debts. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it. Only debts below that allowed for in the annual funding letter issued by the Secretary of State may be written off. The recovery of any sums above this amount will be referred first to the Governors and then to the Secretary of State for approval. If any debtor has a number of debts that together exceed the write-off limit, then these will be treated as a total amount.

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Unless a decision to write-off a debt is demonstrably a reasonable course of action authorisation is in place to initiate legal or other action to recover debts.

A formal record of any debts written off will be maintained and this will be retained for 7 years.

#### **Labelling Uniform / Loss of Uniform / Loss of property**

All clothing should be clearly labelled with your child's name. This is especially important, as uniform items look similar and can easily be confused for another child's.

The school cannot accept responsibility for any lost items of uniform or property.

#### **5 Arrangements for monitoring and evaluation**

The Finance Committee for the governing body will monitor the impact of this policy by receiving, on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.