



St. Alban & St. Stephen Catholic Primary School & Nursery

Charging and Remission Policy

‘Learning and growing with God by our side’

Approved by : The Governing Body	September 2021
Next review date	September 2022

Objectives of Policy

- To maintain the right to free school education.
- To ensure that activities offered wholly or mainly during normal teaching time should be available to all students regardless of their parents' or carers' ability or willingness to help to meet the cost.
- To give the school discretion to charge for optional activities provided wholly or mainly out of school hours.
- To confirm the right of the school to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

1. Introduction

- 1.1 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 optional individual or group music tuition as requested by parents.

2. Voluntary Contributions

- 2.1 When organising trips or visitors to the school which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may cancel this event.
- 2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still able to participate fully in the trip or activity. This does not apply to the Year 6 residential trip. In some circumstances the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.
- 2.3 In the event that an activity is cancelled, parents are informed and a refund or alternative arrangement is made where possible. Otherwise, voluntary contributions are non-refundable.
- 2.4 Each letter requesting a voluntary contribution also reminds parents about how to access the school's charging and remission policy via our school website and the office.

3. Residential Visits/School Journey

- 3.1 School visits and Year 6 school journeys are paid for by the pupils involved, although payment for visits in school hours is voluntary. Costs are calculated according to the Hertfordshire County Council guidance in the Financial Handbook for Schools and individual journey books are used.

4. Music Tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this
- 4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

5. Swimming

- 5.1 Swimming lessons take place in school time and are part of the National Curriculum. We invite parents to make a contribution 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.

6. Breakfast and After School Clubs

- 6.1 A charge is made for attendance at the Breakfast and After School clubs. Any funds which remain surplus after all expenses have been taken will be used to improve school resources and facilities used by club members. Charges are set to ensure all related costs are covered. The Breakfast and After School clubs are provided by the school as a service to parents and are not subsidised by the school.

7. School Dinners

- 7.1 School dinners are charged in line with Hertfordshire Catering Ltd recommendations. We inform parents/carers of dinner charges at the start of each term. Parents/carers must make payment online within one week of the start of the term. If parents/carers have difficulty making payment, they should contact the school office without delay.
- 7.2 Where the school has not heard from the parent/carer and dinner money remains unpaid for more than one week, the school follows the recovery procedure described in the last section of this policy. In addition if, at the start of the term, the school meal account for a child remains unpaid, the child will not be provided with a school dinner. The school will notify the parents/carers before the start of the new term and ask that they either provide a packed lunch or take the child home for lunch.
- 7.3 The school has a duty to inform Social Services if child care falls short of expectations. A child will not be left hungry but the school will have no alternative but to contact Social Services if no provision is made for a child to have a lunchtime meal.

8. Recovery of Debt

- 8.1 Whenever an amount remains unpaid beyond the date notified, the school takes the following action:
 - a) When arrears are first identified, the school sends a Schoolcomms text to remind parents/carers that payment is overdue and to ask for payment;

- b) If we do not receive a prompt response and the debt remains or increases, the school will send a letter to parents/carers informing them of the amount owed and giving them a date to pay by;
- c) The school make take further action, depending on the circumstances of the case, before finally informing the school Governors of the unpaid debt;
- d) Governors reserve the right to begin legal proceedings against parents to recover any debt.