



Barton Primary School

Reviewed on:	17 <sup>th</sup> October 2019
Next Review:	September 2020
Staff Responsibility	SBM
Governor responsibility	Finance
Signed by Chair	

## Charging, Remissions, Payments and Debt Recovery Policy

At Barton Primary School 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.

### Charges

#### **Activities for which charges may be made:**

##### a) Activities outside school hours

Non-residential activities (other than those listed in 2) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

##### b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. Residential trips deemed to take place outside school time (other than for those activities listed in 2 below). When any trip is arranged parents/carers will be notified of the policy for allocating places.

##### c) Music tuition

Music tuition for individuals or groups of pupils.

#### **Activities which will incur no charge:**

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational trip (e.g. swimming).

Barton Primary School must have a policy in place to ensure the repayment and recuperation of any outstanding debts incurred by the school on behalf of a pupil, including fees for school meals, Nursery provision, and after school clubs. The school will take all reasonable measures to vigorously collect debts as part of its management of public funds. 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.

Each case is to be treated individually and the circumstances that have led to the outstanding debt will be taken into account to determine the best course of action and whether it is fair and reasonable to pursue the debt in its entirety if at all. Barton Primary School is committed to adhering to legal requirements regarding charging for school food, activities and materials, and meeting all statutory guidance provided by the DfE.

### **School Dinners**

School dinners are at a cost of £2.05 each and are to be paid for weekly using the School Money website, each parent/carer is provided with a password to access their account online, also a barcode to be able to pay for dinners at the local shop. Parents/carers will be notified by text message if payment is outstanding from the previous week. If a parent/carer has over £50.00 of outstanding debt for dinners they will be informed that they will have to provide their child with a packed lunch until the debt has been fully paid.

### **After School Club**

At Barton Primary School we have an after school club from 3:00pm-5:15pm Monday to Friday at a cost of £7.00 each session. Payments are to be paid weekly using the School Money website, each parent/carer is provided with a password to access their account online, also a barcode to be able to pay for the club at the local shop. Parents/carers will be notified by text message if payment is outstanding from the previous week. If a parent/carer has 2 weeks of outstanding debt they will be informed that their place on after school club will be cancelled until the debt has been fully paid.

### **Breakfast Club**

At Barton Primary School we have a breakfast club from 8:00am-8:40am Monday to Friday at a cost of £1.50 each week. Payments are to be paid weekly using the School Money website, each parent/carer is provided with a password to access their account online, also a barcode to be able to pay for the club at the local shop. Parents/carers will be notified by text message if payment is outstanding from the previous week. If a parent/carer has 4 weeks of outstanding debt they will be informed that their place on breakfast club will be cancelled until the debt has been fully paid.

### **Nursery Provision**

Barton Primary School have an onsite nursery provision for children aged 3-4 year old. All 3 year old children are entitled to 15 hours free funded nursery education per week in one setting from the term following their 3<sup>rd</sup> birthday. If your child has only just turned 3 they are entitled to 12.5 free hours until the following term. If additional care is required whilst at Barton Primary School charges will be incurred at £10.00 per session, £4.00 per lunch session and £2.05 for each school dinner. Payments are to be paid monthly using the School Money website, each parent/carer is provided with a password to access their account online, also a barcode to be able to pay for the provision and/additional care at the local shop. Parents/carers will be notified by text message if payment is outstanding from the previous month. If a parent/carer has 2 months of outstanding debt they will be informed by letter that their additional care and/ provision will be cancelled until the debt has been fully paid.

### **Trips**

Payments are to be paid using the School Money website, each parent/carer is provided with a password to access their account online, also a barcode to be able to pay for the trip at the local shop. Residential trips will have payment plans with specific dates for payments to be made. Parents/carers will be notified by text message if payment is outstanding.

### **Hall Hire**

Barton Primary School can sometimes hire the school hall, field and muga out for clubs after school and at weekends. Please contact the School Business Manager for prices and availability.

### **Remissions**

Where the parents of a student who is entitled to Free School Meals, is experiencing hardship and requests some financial support, partial or full support can be given. Payment plans and longer time scales of repayment can also be set up if appropriate. The Head Teacher and the Governing Body may offer to remit in full or part the cost of any residential activity which is deemed to take place in school hours or where it forms part of the curriculum. Authorisation for such remission will be made by the Head Teacher in consultation with the Governing Body.

### **Arrangements for Monitoring and Evaluation**

The FGB will monitor the impact of this policy by receiving on a yearly 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. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.