

## SIDDINGTON C of E PRIMARY SCHOOL & KEMBLE PRIMARY SCHOOL



### Charging, Remissions & Debt Policy

Members of staff responsible	Ian Smith
Date agreed with staff	NA
Date discussed with pupils	NA
Date approved at Local Governing Body (LGB)	
Frequency of policy review	3 yearly
Date next review due	September 2021

### Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	June 15	New policy
1.1	Oct 16	Added front sheet and updated charges
1.2	Nov 17	Minor change to wording about FSM pupils & page numbers added
1.3	Sept 18	Name change to reflect remissions are included & removal of actual cost of swimming

## **Charging & Remissions Policy for Siddington CE Primary School & Kemble Primary School**

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Education Authority. The law states that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements.

However, many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without this financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances. If we do not receive sufficient voluntary contributions we may cancel the activity. If an activity goes ahead it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

The law recognises that charges are made to parents in certain circumstances. The LGB of Siddington CE Primary School & Kemble Primary School have decided that until further notice its policy will be as follows:

### **1. Day Visits, visitors to the school, special events and swimming lessons**

For visits and events occurring during school time the school will invite a voluntary contribution from parents to meet costs. If contributions do not cover the cost of the activity then it will be cancelled. Children who are in receipt of Free School Meals and / or Pupil Premium Funding can approach the head teacher or office staff to request that their costs are subsidised or funded in full.

### **2. Residential Visits and visits outside school time**

For visits outside school time parents will be charged for all allowable costs\*. For residential visits parents will be charged for the full cost of the visit, including all allowable costs\* and board and lodging. Charges may be reduced for children whose parents make application to the headteacher.

\* Allowable costs include

- (a) The pupil's travel and subsistence costs;
- (b) Materials, books, instruments and other equipment;
- (c) Non-teaching staff;
- (d) Costs of teaching staff where separately engaged under a contract for services for the visit or activity;
- (e) Entrance fees to museums, castles, theatres etc;
- (f) Insurance costs.

Parents in receipt of free school meals or who are facing financial hardship can approach the head teacher for a discussion about the possibility of financial support.

### **3. Classroom Materials**

No charge will be made for materials or equipment. However, for certain practical activities (technology, cookery, etc.), parents may be invited to provide materials or ingredients on a voluntary basis. Where parents would like to own the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

#### **4. Breakages and Damages**

The Governors reserve the right to ask parents to pay the cost, in whole or in part, of replacing any item such as:

- broken windows;
- i-pads (in school or leased)
- defaced, damaged or lost text books;
- replacement reading or library books;
- damage to premises;
- any item damaged as a result of unsatisfactory pupil behaviour.

#### **Debt Policy**

**Breakfast Club & After School Club** – clubs have to be paid in advance. Children must not be dropped off without an adult. If a parent does not pay for a breakfast club session or after school club session, then they will not be allowed to stay and the emergency number will be called for someone to pick up the child. Payments can be given to the club staff or the school office using the drop box by the front door if staff unavailable.

#### **School Meals**

1. All school lunches must be paid for in advance **via Parent Pay**
2. No child should be sent to school without funds in their account and expect to be given a meal
3. Parents who don't want their child to have a school lunch, should provide a healthy packed lunch or arrange to take them home for lunch

**Our schools have adopted a strict NO DEBT policy relating to the school meal service.**

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support.

No parent would take their child to McDonalds and expect them to be given food without paying; the same applies at school. If parents believe that their children may qualify for entitlement to Free School Meals please contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application.

Children will not be provided with a school lunch unless it is paid for, except those that are entitled to free school meals. If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of 1 meal. However this debt must be paid next day and future meals must be paid in advanced before any meal is provided.

If the debt is not cleared, parents must either provide a packed lunch or take the child home for lunch. In a case when a debt payment is not received nor a packed lunch provided, the head teacher will phone the parent to ask them to come to school with the money or ask them to pay online immediately. Otherwise they must provide sandwiches before lunch time or arrange to take their child home for lunch.

If payment of the debt is not received by the next day, the Headteacher reserves the right to begin legal proceedings against parents to recover the debt. Social services may also be informed that these parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.

We hope that by implementing this debt policy we are able to help parents manage school dinner money better and at the same time ensure that all money that is for children's learning is available. Parent pay has their own procedure.

**If a family goes into debt we will use the following structure:**

### **Level 1**

Indicator: A child's account goes into debt

- Check 1 is this a FSM child, are dates correct?
- Check 2 is there a possibility that payments have not been credited?
- Check 3 does this parent normally pay on time, is this just a one off?

### **Action 1: send a 'Gentle debt reminder' Appendix 1**

This letter is already set up for you to use in ParentPay. Run it instantly in Pupils>Mail merge

### **Level 2**

Indicator: A child comes to school again without the debt being paid or a packed lunch

- Check 1 is this a FSM child, are dates correct?
- Check 2 is there a possibility that payments have not been credited?
- Check 3 has this parent made contact?

### **Action 2: Personal contact**

Someone will phone the parent to ask them to either bring money or pay online or bring sandwiches to school before lunchtime or arrange to take their child home at lunchtime.

### **Level 3**

Indicator: The parent does not comply with any of these options,

- Check 1 is this a FSM child, are dates correct?
- Check 2 is there a possibility that payments have not been credited?
- Check 3 has this parent made contact?

### **Action 3: send Strong debt letter Appendix 2**

The head teacher will send a final letter.

### **Level 4**

Indicator: The parent consistently does not comply with any of these options,

- Check 1 is this a FSM child, are dates correct?
- Check 2 is there a possibility that payments have not been credited?
- Check 3 has this parent made contact?

### **Action 4: bring in outside agencies**

Small claims court & social services will be involved.

**APPENDIX 1 – Example letter**

**Kemble Primary & Siddington CE Primary School**

Parent or carer of .....

Add address

01/01/0001

Our records show that you have not paid dinner money for your child ..... Class:.....

As at 01/01/01 your account is showing a debt of **£-**.....

Please arrange for this money to be paid immediately. Once the debt is cleared please ensure the account is always in credit.

To pay:

1. In the secure online payment system ParentPay, using the login already provided, go to [www.parentpay.com](http://www.parentpay.com) NB THIS IS OUR PREFERRED PAYMENT METHOD

Your username and password are:

**Username: xxxxxx**

**Password: yyyyyyy**

The cost of a school meal is £.....per day - £..... per week.

If you have any queries regarding these arrears, please contact the school office immediately.

Yours sincerely

Headteacher

## APPENDIX 2 – Example letter

.....**Primary School**

Parent or carer of .....  
Address

01/01/1010

Our records show that you have not paid dinner money for your child ..... Class: ..... despite a previous written reminder and a telephone call

As at 01/01/2010 your account is showing a debt of **£.....**

Please arrange for this money to be paid immediately.

In the secure online payment system ParentPay, using the login already provided, go to [www.parentpay.com](http://www.parentpay.com) NB THIS IS OUR PREFERRED PAYMENT METHOD  
Your username and password are:

**Username: xxxxxx**

**Password: yyyyyyy**

You can check the account balance anytime by logging into your ParentPay account at [www.parentpay.com](http://www.parentpay.com). You can see what meals have been taken and when.

The cost of a school meal is £..... per day - £..... per week.

Since non-payment for school meals affects the quality of service we offer to the children, we need to ensure that all payments are up-to-date and I am afraid that if the debt is not cleared by the end of this week it will not be possible to provide your child with a school meal. You will need to make your own arrangements for your child's lunch.

The school reserves the right to begin legal proceeding to recover the debt and to inform social services of our concerns that you are not providing a meal for your child at lunch time.

If you have any queries regarding these arrears, please contact the school office immediately.

Yours sincerely

Headteacher