

**Glenfall Community Primary School**

**Charging & Remissions Policy**

**Including School Meal Debt**

This policy should be read in conjunction with:

Acceptable Use

Allegations against staff guidance

Anti-bullying & Hate

Attendance

Behaviour

Complaints

Early Help Offer

Health & Safety

Intimate Care

Offsite visits

PSHE Curriculum

Special Educational Needs and Disabilities

Code of Conduct and Confidential Reporting

Policy review:

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| --- | --- |
| Governor reviewer | Full Governing Body |
| Policy approval | Full Governing Body |
| Date approved | March 2023 |
| Frequency of review | Annually |
| Date of next review | March 2024 |

Document history:

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| --- | --- | --- |
| **Version** | **Issue date** | **Summary of changes** |
| 0.1 | March 2023 | Revised policy in new format |
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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 very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without the 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.

The law recognises that charges may be made to parents in certain defined

circumstances. The Governing Body of Glenfall Community Primary School has decided that, until further notice, its policy will be as follows: -

1. **Day Visits.**

For visits occurring during school time, the school will invite a voluntary contribution from parents to meet costs. For visits outside school time, parents will be charged for all allowable costs\*. Charges may be waived or reduced for children whose parents make application to the Head.

**2. Residential Visits Outside of and during School Time.**

* Parents will be invited to contribute to the full cost of the visit: children's board and lodgings including all allowable costs\*
* No charge for board and lodgings will be made for children whose parents are receiving Income Support or Family Credit.
* Charges may be waived or reduced for other children whose parents make application to the Head.

**\*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

**4. Any Visit required as part of the National Curriculum.**

As 1 above.

**5. Instrumental Music Tuition**

This will be provided independently from the LA. Lessons will be provided by the peripatetic music teachers at Glenfall School. They will have their own policy regarding charges & collection of outstanding monies.

**6. Classroom Materials**

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

**7. Swimming**

**As 1 above.** The Governors of the school wish to continue the provision of swimming tuition but wish to stress that it can only do so if there are sufficient

voluntary contributions for it to be financed.

**8. Receipt of Monies**

Where payment is required for an event, payment must be received in advance. The school does not provide credit and steps will be taken to recoup arrears.

**9. Monitoring & Review**

The income generated from any activity which asks for a voluntary contribution should be monitored carefully to ensure decisions regarding the financial viability of an activity can be made in a timely manner having due regard to the school’s overall financial position.

The Governors of the school are required to keep the policy under review and will do so annually.

**School Meals Debt Policy for Parents**

Glenfall School has adopted a strict NO DEBT policy relating to the school meal service as follows: -

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.

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.

Parents must pay in advance for the school lunch using either methods of payment Online using Parent Pay.

Once a meal is ordered it cannot be cancelled after 9:30 on that day.

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 for the next day & future meals must be paid for in advance 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. If payment of the debt is not received 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.

If you have any concerns please don’t hesitate in contacting me.

Yours Sincerely

A Mitchell

Head Teacher