Sparsholt C of E Primary School

Charging Policy
2022-2023

Review Frequency	Annually
Reviewed by F&S Committee Chair	June 2022
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Approved by the F&S Committee	16th June 2022
Statutory or Non-Statutory	Statutory
Signature of Headteacher	
Signature of Chair of Approving Committee	

Introduction

The Education Reform Act recognises the principle of free school education whilst enabling charges to be made for certain activities.

The Governors and School Leadership Team are committed to the principle of high-quality education being provided free of charge. However, budgetary restrictions are such that there are activities of sound educational value, which cannot be funded by the school alone.

Purpose

To promote a wide range of activities as part of a broad and balanced curriculum and as extra-curricular activities.

Index

	Page Number
1. Pre-Payment	**3**
1.1. School Meals	**3**
1.2. Wrap-around care	**3**
1.2.1. Breakfast Club	**3**
1.2.2. After-School Club	**3**
1.3. School-Led Paid Clubs	**4**
1.4. Music Tuition	**4**
1.5. Residential Activities	**4**
2. Other Payments	**5**
2.1. School Trips	**5**
2.2. Craft Activities	**5**
3. Damages	**5**
4. Financial Assistance	**5**
5. Over-due / Late Payments	**5**
6. Payment Methods	**5**
Appendix A – Current Prices	**6**

1. Pre-Payment

All chargeable school activities, including KS2 meal payments, must be paid for in advance.

1.1. School Meals

Children eligible for Universal Free School Meals (all Key Stage 1 children) and those eligible for Free School Meals do not currently have to pay for meals. For all others, parents / carers will be required to pay for school lunches in advance, on a half-termly basis. For administrative purposes, wherever possible, the school would prefer payment to be made online using the Scopay website or app but cheques and cash are also accepted in the office. If you need support in setting up or using the online system, please ask the office. We understand that, on occasions, children may require additional or fewer meals than planned. If your child needs extra school dinners than originally paid for, parents / carers must top-up the meal payments online and if a child needs fewer meals, credit will be carried over to the following half-term. If meal payments are not made in advance, a child will be asked to bring in lunches from home until such a time that the child's lunch account is back in credit.

1.2. Wrap-around care

1.2.1. Breakfast Club

Attendance at Breakfast Club will be charged. Charges will be set annually, see **Appendix A** for current cost, with the intention to cover the cost of staff, resources, a contribution to utilities and building costs and any other costs that are related to the provision of the club.

Spaces on the club will be booked on a first-come first-served basis with a space only being reserved once the half-termly payment (or proof of payment) has been received. Session refunds will only be given in the event of illness, and will be in the form of credit in the child's account. Adhoc sessions can be booked through the office if spaces are available, but payment for such a session must be received in advance.

1.2.2. After-School Club

Attendance at After-School Club will be charged. Charges will be set annually, see **Appendix A** for current cost, with the intention to cover the cost of staff, resources, a contribution to utilities and building costs and any other costs that are related to the provision of the club.

Spaces on the club will be booked on a first-come first-served basis with a space only being reserved once the half-termly payment (or proof of payment) has been received. Session refunds will only be given in the event of illness, and will be in the form of credit in the child's account. Adhoc sessions can be booked through the office if spaces are available, but payment for such a session must be received in advance.

1.3. School-Led Paid Clubs

All school-led paid clubs must be signed-up and paid for termly in advance. Places will be given on a first-come first-served basis with a space only being reserved once payment has been received. If payments are not received before the first session of each term, parents will be notified and children will not be able to attend the club until such a time that the payment is made.

1.4. Music Tuition

Children will have access to peripatetic music teaching. Commitment for such tuition is made for **a whole academic year**. Should children give up their tuition within the year, no refund will be given unless the place can be filled by another child. Written notice must be provided by the end of the Spring Term to discontinue peripatetic music tuition for the following academic year.

Instrumental music tuition and/or loan of instruments may be compulsorily charged unless it is part of a National Curriculum course.

Charges for music tuition are in accordance with HCC guidelines and provided in **Appendix A**.

Music lessons must be paid for termly in advance. If payments are not received before the first lesson of each term, parents will be notified and children will not be able to attend their music lessons until such a time that the payment is made.

1.5. Residential Activities

Parents will be asked to pay for residential costs of off-site activities and may be asked for voluntary contributions to cover the cost of travel and organised activities. Parents/carers will be advised of the cost of the residential visit at least six months prior to the visit taking place and a payment plan will be suggested by the School (although it is not compulsory).

2. Other Payments

2.1. School Trips

Trips which take place mainly out of school hours are chargeable.

Activities which occur mainly within school hours and are in fulfilment of National Curriculum requirements will not normally be chargeable, although voluntary contributions will be requested. Where a trip cannot be sufficiently funded via parent/carer contributions, it may have to be cancelled - this will be made clear from the outset.

2.2. Craft Activities

In practical/craft activities parents/carers may be asked for the full or partial cost of materials or ingredients if they have indicated in advance that they wish to own the finished product.

3. Damages

Parents/carers will be asked to pay for the cost of damages to school's property e.g. defaced books, broken windows, where the damage results from the child's behaviour or negligence.

4. Financial Assistance

Requests from parents/carers for financial assistance will be sympathetically considered in consultation with the Head Teacher and Chair of the Finance and Staffing Committee, and will be provided within the limits of the school budget. Complete confidentiality will be observed in such matters.

5. Over-due / Late Payments

A list of payments will be kept and reconciled with the financial accounts. There will be an escalation process for any debt owed to the School.

6. Payment Methods

The school's preferred method of payment is online via the Scopay website or app, but cheques and cash are also accepted in the office. All payments are recorded in the school accounting system. For wrap around care, we do accept childcare vouchers (from your employer, if you joined their scheme before 4th October 2018) or you may be entitled to Tax-Free Childcare instead - visit www.gov.uk/tax-free-childcare for more information.

Appendix A

1. **Charging for musical instrument tuition**
   a. Termly fees of £75 (irrespective of the number of weeks per term) to be paid termly in advance. Where group numbers are low, the school may withdraw the tuition.
   b. Fees will be reimbursed (on a pro-rata basis) for unavoidable staff absence above acceptable levels.
   c. Fixed rates until July 31st 2023.

2. **Charging for Breakfast Club**
   a. Attendance will be charged at £4.50 per session paid in advance – this price includes breakfast which will be a range of cereals and fruit juices.
   b. This rate is fixed until July 31st 2023.

3. **Charging for After School Club**
   a. Attendance will be charged at £9.00 per session paid in advance.
   b. This rate is fixed until July 31st 2023.

4. **Sports & Other Clubs**
   a. Governors will review the charges to ensure they remain reasonable.