



# CHARGING POLICY 2023

All education during school hours is free in accordance with section 106(4) of the 1988 Education Reform Act. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

## **MUSIC TUITION**

There will be a charge for instrumental tuition delivered by the peripatetic teachers of the School's Music Service. The amount will be determined annually by the Governors response to the charges levied centrally for the service. Parents will be informed that there will be a charge of £70 for the first term and £50 thereafter. Children eligible for pupil premium funding will not be charged for music lessons taken.

## **BOOKS/MATERIALS**

There will be no charge for books or materials except when a child wilfully damages school property or property is lost. The charge incurred will be to replace like-for-like the lost or damaged items.

## **PHOTOCOPYING**

Personal photocopying will be at the discretion of the Headteacher. Charge to be advised upon request.

## **VOLUNTARY CONTRIBUTIONS**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wished their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. If a parent wished their child to take part in a residential trip and is unable to meet the full cost a payment schedule would be agreed between the Headteacher and parents. Sometimes 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.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as "optional extras". This list is not exhaustive:

- Outdoor adventure activities
- Day visits to theatre/museums etc

## **STATUTORY REMISSION**

Statutory remission is given to those parents who are in receipt of either:

- Income support
- Income Job Seekers Allowance
- Support under Part IV of the Immigration and Asylum Act 1999

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.

### **PRIVATE LETTINGS**

Charges are made for private lettings in accordance with the scale of charges set out for directed community use of premises by the Local Authority and include VAT as appropriate. The Headteacher may use discretion regarding payments.

### **SCHOOL MEALS**

Dinner money is payable in advance for meals and therefore should be paid on Monday every week, or on the day. £2.60 per child meal, £3.50 per adult meal.

Parents will be informed of any increases in the cost of school meals. Guidance on meal prices is obtained from the LA.

Failure to pay for the meals taken will result in:

- An email reminder will be sent the following week. (See Appendix 1)
- At the end of the second week, if payment is still outstanding, an email will be sent saying that their child/ren CAN NOT take any more school meals until the arrears have been cleared. (See Appendix 2).
- If this amount is not cleared within 30 days it will be referred to East Riding Credit Control.

### **NURSERY CHARGES – from 1<sup>st</sup> January 2024**

Sessions are available in 3 hour blocks covering the morning and afternoon. Once all hours have been allocated should there be any spare hours these will be available to purchase at a cost of £11 per 3 hour block, in addition to the 15/30 hours. (Please note that any additional hours purchased will be chargeable should the child be absent due to sickness or holiday as staffing ratios will be maintained throughout the year according to numbers scheduled to attend.) Charges will be made at the beginning of the month for the month ahead.

Lunchtimes are chargeable at a cost of £4.70 per session and include lunch.

### **Additional Nursery Provision Payments**

If regular payment has not been received by the 10<sup>th</sup> of the following month

- A reminder will be issued. (see appendix 3).
- In the unlikely event, this remains unpaid children will be unable to take any further paid sessions the following month. (see appendix 4)
- If the debt remains outstanding by the end of the half term it will be referred to East Riding Creditors Department (see appendix 7).

### **BEFORE & AFTER SCHOOL CLUB CHARGES – from 1<sup>ST</sup> January 2024**

Before School Club runs from 7.45am to 8:50am, costing £4.60 per pre-booked session, or £7.40 for ad hoc session (less than 2 working days notice), including light breakfast.

After School Club starts at 3:30pm to 5:30pm, costing £9.20 per session per pre-booked session, or £11.80 for ad hoc session (less than 2 working days, notice), including high tea.

Late collection may incur a charge of £10 per 10 minutes.

If children require additional resources or support please discuss this with school as to how these arrangements can be put in place and if further costs may be incurred.

Sessions are booked when required by parents and are due for payment at the end of the month, to be paid by the 10<sup>th</sup> of the following month. Sessions are chargeable if cancellation is less than 2 working days.

**Additional Before & After School Provision Payments**

If regular payment has not been received by the 10th of the following month:

- A reminder will be sent via email. (see Appendix 5)
- If in the event that this remains unpaid children will be unable to take up any further sessions until payment is settled (see Appendix 6)
- Any unpaid bills by the end of that term will be forwarded to Corporate Billings (see Appendix 7).

**Confirmation the Charging Policy in respect of Snaith Primary School has been discussed by the Governing Body**

Signed by:

Chair of Governors: ..... Date: .....

Headteacher: ..... Date: .....

Agreed at Governing Body Meeting on ..... Minute Reference .....

## Appendix 1

Re: School Meal Payments for \$Forename\$ \$Surname\$

\$Forename\$ has an outstanding balance of £\$LunchBalance\$ for dinners taken recently. We would be grateful if you would settle this amount by return.

Payments can be made by our new School Gateway app, please enquire at the office should you need further details. If you have any queries, please contact me in the school office.

Victoria Chesworth  
Admin Assistant

## Appendix 2



Snaith Primary School  
Bourn Mill Balk Road  
Snaith  
Goole  
DN14 9RE  
Tel: (01405) 860452

e-mail: [snaith.primary@eastriding.gov.uk](mailto:snaith.primary@eastriding.gov.uk)  
Headteacher: Mrs H Calpin

Dear

Re: School Meal Payments for xxxxx

Following reminders by email you were informed of the amount owing. The outstanding balance to date is ..... Dinner is to be paid for in advance of the meal being taken.

As the school has not received the above amount, xxxxx cannot take any more school meals until the arrears have been cleared.

Please make alternative arrangements for dinners i.e packed lunches from tomorrow.

If you think you are eligible for free school meals, call 01482 394799. You will be told immediately if your child is entitled to this benefit.

Yours sincerely,

Mrs H Calpin  
Headteacher

### Appendix 3

We note from our records that no payment has been made towards the September and October Nursery sessions for \$Forename\$ \$Surname\$. This payment is now required in order to keep your child's place. If you need any help, please contact the school office. For future reference, these sessions should be paid for in advance, by the 10th of each month. Thank you. Mrs Chesworth

### Appendix 4



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Bourn Mill Balk Road  
Snaith  
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DN14 9RE  
Tel: (01405) 860452

e-mail: [snaith.primary@eastriding.gov.uk](mailto:snaith.primary@eastriding.gov.uk)  
Headteacher: Mrs H Calpin

Date

Dear Parent/Carer of

Re: Additional Nursery Provision Payments - Half day sessions and lunchtimes

Further to our numerous communications regarding the debt for the above provision, the school has not yet received any payment.

As the school has not received the above amount, unfortunately, xxxxx cannot take any more nursery lunch sessions or additional sessions above the free 15/30 hours entitlement, with immediate effect, until the arrears have been cleared.

As you will appreciate, we have a large waiting list for lunchtime and morning and afternoon sessions, therefore if monies owed are not paid on time, your allotted session(s) will be allocated to another child.

Please come and speak to either myself or Mrs Ford if you would like to discuss alternative payment options or to reduce the sessions your child currently takes, if necessary.

Yours sincerely,

Mrs H Calpin  
Headteacher

## Appendix 5

We note from our records that payment towards Before School Club for \$Forename\$ \$Surname\$ is overdue. This payment is now required in order to ensure your child can still attend. If you need any help, please contact the school office. For future reference, these sessions are payable in arrears, by the 10th of each month. Thank you. Mrs Chesworth

## Appendix 6



Snaith Primary School  
Bourn Mill Balk Road  
Snaith  
Goole  
DN14 9RE

Tel: (01405) 860452

e-mail: [snaith.primary@eastriding.gov.uk](mailto:snaith.primary@eastriding.gov.uk)

Headteacher: Mrs H Calpin

Date

Dear Parent/Carer of

Re: Before & After School Club Provision Payments

You have been informed regarding the outstanding amount for the above provision but the school has not yet received any payment.

As the school has not received any monies, unfortunately, xxxxx CAN NOT attend Before or After School Clubs, with immediate effect, until the arrears have been cleared.

Please come and speak to either myself or Mrs Ford if you would like to discuss alternative payment options or to reduce the sessions your child currently takes, if necessary.

Yours sincerely,

Mrs H Calpin  
Headteacher

## Appendix 7



**Snaith Primary School  
Bourn Mill Balk Road  
Snaith  
Goole  
DN14 9RE**

**Tel: (01405) 860452  
e-mail: [snaith.primary@eastriding.gov.uk](mailto:snaith.primary@eastriding.gov.uk)  
Headteacher: Mrs H Calpin**

**Date**

Dear

**Re: Outstanding payment for Before and After School Club/Nursery for xxx Total £xxx**

Further to our numerous communications regarding the above debt, I write to inform you that unless this is resolved by Monday , this matter will be taken up by East Riding Corporate Billings.

This process involves them raising an invoice on behalf of the school and as soon as this is done the matter is taken out of our hands and we cannot accept any payment from you for this debt. They will give you 21 days to pay, then issue a red reminder, and then if the matter isn't resolved within 15 days they pass the matter to credit control who will pursue it further. This may include court action.

This action is taken as the costs incurred by this debt have to be recouped, and as this is from the school budget, it directly affects the children's learning resources.

Snaith Primary School pride ourselves on our relationships with our parents and so I am sure you understand that I write this letter with a heavy heart. However, as we are signed up to this agreement with the Local Authority I feel it is only right to inform you of the next steps the Local Authority will take in the hope that this matter can be settled quickly for all involved.

Yours sincerely

Mrs Helen Calpin  
Headteacher