

# Springfields First School Charging & Remissions Policy



## Charging Policy:

All charges are collected via the ParentPay, the schools' online system.

Tax free childcare vouchers / 'childcare choices' payments are accepted for Pre-school / Care club childcare payments only.

### **Schools Visits**

Parents are asked to make a voluntary contribution towards covering the cost of the educational visit (entrance fee, workshop fee etc.). Parents of pupils who currently meet or have met in the last 6 years (Ever6) the eligibility criteria for free school meals (excluding Universal Free Meals) will not be asked to contribute. Transport cost is covered by the PTFA.

### **Outdoor Education Visits:**

Board and lodging charges; where the board and lodging is directly provided by the County Council through the outdoor education centers, a full voluntary contribution will be requested. Parents of pupils who currently meet or have met in the last 6 years (Ever6) the eligibility criteria for free school meals (excluding Universal Free Meals) will not be asked to contribute. Transport cost is covered by the PTFA.

### **Music:**

Small group instrumental tuition - parents are asked to make the full payment for small group instrument tuition, based on the figures provided by the Entrust music service. There is no charge for pupils who currently meet or have met in the last 6 years (Ever6) the eligibility criteria for free school meals (excluding Universal Free Meals).

### **After school activity clubs:**

Drama, Gym & Yoga club are privately run clubs - the fees are not set by the school. Please pay the provider directly as instructed in their letter as the school office will not accept responsibility for the payments.

The school covers the cost for pupils who currently meet or have met in the last 6 years (Ever6) the eligibility criteria for free school meals (excluding Universal Free Meals).

Sport clubs organised by the school, but run by external providers are charged half termly in advance, £4 per each one hour session. Once a commitment is made, the charge is non-refundable as the place in the club has been taken up. Please note spaces are limited and only a full advanced payment secures the place.

There is no charge for pupils who currently meet or have met in the last 6 years (Ever6) the eligibility criteria for free school meals (excluding Universal Free Meals).

Sport team clubs organised and run by school staff will remain free of charge.

### **School lunches:**

School lunches are charged at £2.40 per pupil and £2.90 per adult and should be paid in advance. There is no charge to pupils eligible for free school meals - it is the parents responsibility to apply or renew the claim. However, adult school meals are fully chargeable regardless of pupils' eligibility.

Any arrears must be settled by the 14<sup>th</sup> of the following month or before arrears exceed £24, whichever is the earliest, apart from the month of July when a full advance payment for the month is required by the 14<sup>th</sup> of July.

Reminders are sent out at least once a month reminding parents to settle the arrears.

If the lunches are not paid as listed above, the school office will follow this up and a first late payment charge of £5 will be incurred. If the arrears remain unpaid for a further two weeks or raise above £48, whichever is the earliest, a second late payment charge of £10 will be incurred and the school will no longer be able to provide a school meal for the pupil until the debt is repaid and any unpaid debts will be passed to the Governors to discuss the situation with them. As a final course of action, the debt recovery will be passed to the local authority.

### **Other charges:**

If a parent requests a pay card to use at the PayPoint facility instead of using the online ParentPay system, a plastic card will be issued to make cash payments for school meals etc. at local PayPoint stores. The first card is free of charge; however, any lost or damaged cards will be charged at £10 for the fit replacement and £15 for each replacement afterwards. Payment cards take about two weeks to arrive.

In all other cases, where charges are permitted for activities wholly or mainly outside school hours, a charge to cover the cost of the activity to the County Council will be split between the agreed number of children and full payment requested from the parents.

### **Pre-school:**

Pre-school operates 9am - 3.30pm Monday to Friday during school term time

- 9am-12noon
  - unfunded hours session - £14
  - funded hours session/Think2 entitlement - charge does not apply
- 12noon-12.30pm
  - £7.50 for all children, incl. warm meal
  - Think2 entitlement - only £6 charge for lunchtime session applies
- 12noon-3.30pm
  - unfunded hours session - £23
  - funded hours session/Think2 entitlement - charge does not apply
- 12.30pm-3.30pm
  - unfunded hours session - £17
  - funded hours session/Think2 entitlement - charge does not apply
- 9am-3.30pm
  - unfunded hours session - £34
  - funded hours session - £7.50 charge for lunchtime session incl. warm meal
  - Think2 entitlement - only £6 charge for lunchtime session applies

15/30 hour funding is accepted for 9am-12noon & 12.30pm-3.30pm sessions. There is a £7.50 or £6 charge for the lunch time session (depending on Think2 entitlement), which is not available as a part of the 15/30 hours funding. We do not offer the 'stretch' option.

Advance booking is required for all sessions. We require a one month's notice for permanent cancellation of a permanent session. All absences must be paid for.

Fees are collected via the ParentPay online system which is overseen by the school office. This is a "live" system and the sessions are updated on a fortnightly basis. Parents are given a log in to be able to access the account at all times, and are responsible for keeping up with the payments.

Any arrears must be settled by the 14<sup>th</sup> of the following month at the latest, apart from the month of July when a full advance payment for the month is required by the 14<sup>th</sup> of July. If a payment is made by childcare vouchers, it can take up to 21 days to process from date of the payment to reaching our school bank account and for the ParentPay account update. The pupil account will show arrears until then.

Reminders are sent out at least once a month reminding parents to settle the fees.

If the fees are not paid by the 14<sup>th</sup> of the following month or in advance in month of July, and there has been no notification of reasons, the school office will follow this up and a late payment charge of £25 on the 15<sup>th</sup> of the month will be incurred. After this stage, the place in the Springfields Pre-school will not be available for the child until the debt is repaid and any unpaid debts will be passed to the Governors to discuss the situation with them. If Springfields First School discontinues its services due to non-payment, we are not obliged to keep the place available and it can be offered to another child if necessary.

As a final course of action, the debt recovery will be passed to the local authority.

### **Springfields Care Club:**

Springfields Care Club operates 7.30am-8.50am & 3.30pm-6pm Monday to Friday during school term time

#### Morning club

- 7.30am-8.50am           £5.50 (incl. breakfast)
- 8.00am-8.50am           £3 (arrival before 8.30am incl. breakfast)

#### After school club:

- 3.30pm-4.30pm           £3 (incl. biscuit & drink)  
£1.50 (if an after school activity club is attended and further childcare is required past 4.30pm)
- 4.30pm-5.30pm           £3 (incl. light tea/snack)
- 5.30pm-6.00pm           £3

School does not accept stretch 30 hour funding for 3-4 year olds.

Advance booking is required for all sessions. We require a one month's notice for permanent cancellation of a permanent session. All absences must be paid for.

Fees are collected via the ParentPay online system which is overseen by the school office. This is a "live" system and the sessions are updated on a fortnightly basis. Parents are given a log in to be able to access the account at all times, and are responsible for keeping up with the payments.

Any arrears must be settled within two weeks of sessions taken, apart from the month of July when a full advance payment for the month is required by the 14<sup>th</sup> of July. If a payment is made by childcare vouchers, it can take up to 21 days to process from date of the payment to reaching our school bank account and for the ParentPay account update. The pupil account will show arrears until then.

Reminders are sent out at least once a month reminding parents to settle the fees.

If the fees are not paid within two weeks of sessions taken or in advance in month of July, and there has been no notification of reasons, the school office will follow this up and a late payment charge of £25 will be incurred. After this stage, the place in the Springfields Care Club will not be available for the child until the debt is repaid and any unpaid debts will be passed to the Governors to discuss the situation with them. If Springfields Care Club discontinues its services due to non-payment, we are not obliged to keep the place available and it can be offered to another child if necessary.

As a final course of action, the debt recovery will be passed to the local authority.

### **Remission policy:**

When pupils who currently meet or have met in the last 6 years (Ever6) the eligibility criteria for free school meals (excluding Universal Free Meals) go on trips, the voluntary contributions for the trip will be wholly remitted.

The after school activity clubs including the ones organised by external providers (Gym, Drama, Yoga etc.) - pupils who currently meet or have met in the last 6 years (Ever6) the eligibility criteria for free school meals (excluding Universal Free Meals) will be funded by school if the parent notifies the office that their child would like to join.

Alison Bagnall

Approved:  
Next review: March 2021