

1. Voluntary Contributions

1.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school requests that parents / carers make a voluntary contribution towards to costs, as unfortunately the school budget isn't able cover the cost of such activities.

1.2 If a parent wishes their child to take part in a school trip or event, but is an able to pay, we will allow the child to participate fully in the trip.

1.3 If only a low number of parent contribute the cost of the trip or event, this may need be cancelled.

2. Residential Visits.

2.1 For residential visits made during school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we will not make any charge for the education or travel expenses. However, we will ask for a voluntary contribution towards the cost of board and lodging. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, with the curriculum been covered in other ways.

3. Music Tuition

3.1 Music lessons provided as part of the normal curriculum during normal school hours are provided free of charge.

3.2 For those pupils who opt for additional private tuition taken outside of the normal school day, a charge between the provide and parent / carer will be made.

4. Sports Coaching

4.1 Sports coaching provided to pupils as part of the National Curriculum and Health lifestyles initiative during normal school hours are provided free of charge.

4.2 The school will seasonally provide various PE after school clubs using outside coaches, for this reason a voluntary contribution would be required.

5. School Meals

5.1 School meals are provided on a daily basis for those pupils who request them. The charge will be £2.10 with the exception of the nursery children who are charged £1.05 No charge will be made if your child is in receipt of Free School Meals or Universal Free School Meals (Reception – year 2)

5.2 All chargeable meals must be paid for in advance; parents / carers should ensure that their parent pay account remains in credit.

5.3 For those lunch accounts that exceed the daily rate of £2.10 your child should bring a packed lunch until your account is back in credit. The school office will send reminders to top up your account.

6. Before and After School Provision.

6.1 Charges are based on the child / children attending the Before and After School club for the agreed sessions per week.

6.2 The cost will be calculated a week in advance on that basis. No discount will be provided for periods of sickness / holidays etc. **No** charge will be made when the School is closed e.g. bank holidays / inset training days.

6.3 All charges will be processed on parent pay which will allow the parent / carer to make the necessary payment over the internet. For those parents / cares who are not able to access Parent Pay, cash may be paid of which a receipt will be provided.

6.4 Where a parent / carer fails to pay the appropriate charge in respect of the fees due, the School Business Manager should make every effort to recover the amounts outstanding, including the discretion to allow payments by instalments to recover the debt outstanding. The following procedure should be followed:

- a. Account outstanding after 7 days of due date – Reminder letter to be issued.
- b. Account still outstanding after 14 days of the date of the Reminder letter (with no payment plan agreed to clear the outstanding debt) a final letter stating that the child's place will be withheld unless full payment made or instalments are agreed.
- c. If the Debt is still outstanding (with no agreed instalments in place) the account will be forwarded to County Council Debt Collection Team to collect the outstanding debt. The Parent / Family should also be informed that their child's places has been withdrawn until full payment of the account is made or instalments to clear the debt are agreed.

7. Monitor and Review

7.1 This policy will be monitored and reviewed by the Governing body on an annual basis, or earlier if it is deemed to do so.

Position	Signed	Date
Chair of Governors		
Headteacher		

Date: June 2016

Review Date: June 2017