



# FARINGTON PRIMARY SCHOOL

**POLICY NAME:** Charging, Remissions & Debt Management Policy

**ADOPTED:** September 2023

**REVIEW PERIOD:** to be reviewed annually

**SIGNATURE:**  \_\_\_\_\_  
Chair of Governors

## **1 Introduction**

- 1.1** All education during school hours is free. We do not charge for any activity undertaken as a statutory part of the National Curriculum. An example of which includes swimming lessons.

## **2 Voluntary contributions**

**2.1** 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. However, if we do not receive sufficient voluntary contributions, we will be required to 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.

**2.2** Parents have a right to know how each trip is funded. The school will provide this information upon request.

**2.3** School will occasionally run activities which are not part of the curriculum offer. These are organised by the school, but given their nature are not run on a voluntary contribution basis. School will therefore charge a sufficient amount to cover all costs. Parents will be required to make full payment in order for their child participate. Examples include:-

- *Live sporting events*
- *Theatre Trips*
- *Concerts*
- *Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.*
- *Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.*
- *Cost of entering a pupil for a prescribed public examination including re-sits where no preparation has been provided by the school.*

*(Please note that this list is not exhaustive)*

**2.4** *School, where possible, may subsidise educational visits from a range of sources to keep the costs down for parents. Any subsidy is at the discretion of the school. (e.g. School Fund, Friends of Farington, Sports Premium Grant).*

**2.5** *School does not run educational visits on a profit-making basis. However, on rare occasions a small profit will be made. This profit will always be re-invested into the school fund for the benefit of the children.*

## **3 Residential visits**

**3.1** If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we ask for a voluntary contribution towards the education. However, we do make a charge to cover the costs of transport, board and lodging. (Please also see Section 6 – Remissions)

## **4 Music tuition**

**4.1** All children study music as part of the normal school curriculum. We do not charge for this. This includes music lessons taught as part of the 'Wider Opportunities Scheme.'

**4.2** There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons.

## **5 Remissions**

**5.1** The School reserves the right to provide remissions on higher value events to ensure that they are affordable for those who are in receipt of Free School Meals and/or Pupil Premium. A consideration will be made for each activity in this regard.

## **6 Right to Cancel**

**6.1** Given the high costs associated with educational visits, the school reserves the right to cancel any educational visit (including residentials), should the level of voluntary contributions not be sufficient.

## **6 Additional Extra-Curricular Activities**

**6.1** The school offers additional coaching after school in a variety of sports. A qualified coach, who is not a member of the school staff, may run and organise these sessions. We make a small charge for these sessions to cover the cost of coaching (and school staffing where needed)

**6.2** School staff and outside agencies also run additional activities, during lunchtimes and after school. These activities are provided at a nominal fee. There may be a small charge for additional resources (e.g. Arts and Craft supplies), at the School's discretion.

## **7 Payment**

**7.1** School uses ParentPay as a way of collecting money from parents. This allows parents to pay online using a credit or debit card. Whilst School encourages the use of the online facility, we recognise that this is not suitable for all, therefore School will still accept cash payments via the office.

**7.2** Where the cost of an activity exceeds £10, School has the facility to accept payments in instalments to spread the cost for parents. This will be communicated to parents where appropriate.

## **8 Management of Debts**

**8.1** School will follow the following procedure in attempting to recover debts:-

Two weeks in arrears:	Reminder sent via ParentPay Email ( <i>via Letter if not registered</i> )
Three weeks in arrears:	Reminder sent via ParentPay Email ( <i>via Letter if not registered</i> )
Four weeks in arrears	Reminder sent via ParentPay Email ( <i>via Letter if not registered</i> ) this will also incur a Late Fee/Administrative Charge of £5.00

**8.2** In the case of School Meals, after seven days of the above request being made the account is not paid in full, school meals will be suspended. Parent/carers will have to provide a packed lunch. Once the account is in credit school meals can recommence.

**8.3** From time to time, parents/carers may find themselves in a position where they are unable to pay due to financial difficulties at home. School will look to find an appropriate way around this, in way of a signed payment plan agreement over an extended period. We encourage anyone who is facing difficulty to get in touch sooner, rather than later.

**8.4** School reserves the right to waiver administrative charges up until this point, should co-operation be received on a payment plan.

### **Debt Enforcement**

The School reserves the right to begin legal proceedings to recover the outstanding debt should there be no satisfactory response to the above reminders. At this time, the debt will be passed to the Small Claims Court and an administration charge of £75.00 is added to the debt to help

recover the costs associated with such action

**Policy Last Reviewed: Summer 2022**  
**Review of Policy:- Summer 2023**