



REDMARLEY C OF E PRIMARY ACADEMY

CHARGING & REMISSION POLICY (INCORPORATING THE DEBT POLICY)

As from April 1st 1989, under the 1988 Education Act, all schools are required to have a policy on charging. Education during normal school hours is free of any charge to parents. However there are educationally valuable activities that are dependent on financial contributions from parents, which otherwise the school would find quite impossible to provide. The Education Act permits charges to be made to parents for certain defined activities, and that in some circumstances these charges can be reduced or waived for some pupils.

The Governors of Redmarley C. of E. Primary Academy have decided that until further notice, its charging policy will be as follows.

- Voluntary contributions will be invited for day visits/visitors to school in school time. For visits outside school time parents will be charged all allowable costs. If a payment of these contributions will result in severe financial difficulties for a family, the Headteacher and Chairman of the Governing Body may reduce or waive these charges. Children will not be prevented from taking part just because they are unable or unwilling to make a financial contribution. However, the school has only limited resources and it may be the case that a visit will not go ahead if there are insufficient voluntary contributions for it to be financed.
- Pupils who are in receipt of Pupil Premium may have the cost of day trips/residential visits and Breakfast Club funded by up to 50% at the academy's discretion.
- Breakfast Club fees will be invoiced on a monthly basis for sessions attended during the previous month. Current fees are available from the school office.

Before any educational day or long stay visits, a letter will be sent home with details of cost and charging policy. A return slip gives permission and payment details.

DEBT POLICY

This policy has been written to enable the school to adopt a consistent approach to debt, and also to help parents to clearly understand what is expected of them.

If debts are incurred then the school budget has to pay for them. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support.

If any parent believes that their child is entitled to a Free School Meal, please contact the office for more details. We will help you all we can with the application.

School Meals

Parents must pay in advance for school meals using any of the methods of payment outlined below:

- Online using School Money
- Ask in the office about PayPoint payments.

Should a meal be taken that has not been paid for, the school will initially assume that a parent had forgotten and will be reminded either by text message, email, or telephone. Should meals be taken for 1 week without payment, the school will make contact with the parent to inform them that regrettably no further meals can be taken unless payment is forthcoming.

Breakfast Club

All fees must be paid on time. An invoice is issued at the beginning of each month detailing sessions attended and fees due for the previous month. Fees are due within two weeks of the invoice date.

Outstanding fees may well require us to consider not being able to offer a breakfast club place in the future until debts have been cleared.

All Other Payments

Parents are expected to pay for all other events prior to the date. If the payment has not been made, the school will not refuse the right for the pupil to participate, but if insufficient funds are received an event may not be able to continue. Where possible the school will remind the parent if the event is imminent, but the onus must be with the parent to ensure payment is made in time.

We hope that by implementing this Debt Policy, which should be read in conjunction with the School's Charging Policy, it will help parents ensure that there will be no need to adopt a hard approach.

Review Date – April 2018

Next Review – April 2020