

# St Joseph's RC Primary School



## Charging Policy



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## Charging Policy

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

### **The policy identifies activities for which:**

- **Charges will not be made**
- **Charges will be made**
- **Charges will be waived**
- **How Charges will be collected**

### **Method of collecting charges/voluntary contributions**

St Joseph's is a cashless school we accept all charges/voluntary contributions through ParentPay.

ParentPay is an online payment system for schools. It allows parents to pay quickly and securely for school items. ParentPay offers the ability to pay for school items online or at a local PayPoint. ParentPay allows school to take card payments whilst ensuring that parents wishing to pay using cash are not excluded.

### **Voluntary contributions**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

### ***The Law says:***

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If there are insufficient contributions, the trip or activity may have to be cancelled.

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.

## **Residential visits**

If the school organises a residential visit in school time or mainly school time, which it to provide education directly to the National Curriculum, we do not make any charge for the education.

However, we do make a charge to cover the costs of board, lodging and travel expenses. Trips outside of school time, or as an enrichments for the children, will incur a charge. If parents are experiencing financial difficulty they are invited to write in confidence to the Headteacher. Costings are amended for multiple siblings and pupil eligible for Free School Meals.

## **Swimming**

The school organises swimming lessons for children in Key Stage 2 and Year 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

## **Payments for School Services**

The following is a list of school services:

- School meals
- After School Club
- Breakfast Club

All payments for school services must be made in advance, parents can choose to pay further in advance should they wish to. Accounts will not be allowed to accrue more than 1 weeks balance.

Arrears cannot be allowed to accumulate, for that reason we will follow this procedure:

1. A gentle reminder will be sent home via text and/or letter if an account is in arrears.
2. If arrears reach 1 weeks balance, parents will be notified via letter and/or text that the school service will be stopped until the arrears have been cleared.

<b>Reviewed</b>	<b>Additions</b>
20/03/2019	Payments for School Services info
20/03/2019	Method of collecting charges/voluntary contributions
20/03/2019	Removed Music Tuition