



**Hilderthorpe**  
**PRIMARY SCHOOL**

Aiming High ~ Reaching Higher

## Charging Policy

**Policy Reviewed: June 2023**

**Approved by Governors: June 2023**

**Policy Review Date: June 2024**

**Charging and Remissions Policy**

## Inclusion Statement

Hilderthorpe Primary School is committed to creating a school in which the teaching and learning, achievements, attitudes and well being of every member of the school matter. We seek to create opportunities for all children to achieve their very best in terms of academic attainments and personal attainments. We aim to make the curriculum accessible to all in a stimulating learning environment in which success is celebrated in all areas. We strive to make everyone feel welcome. We endeavour to work with parents and members of the community to create a supportive environment for learning. We take account of the Single Equality and SEND Practices in this policy.

## Overview

Education should, in the main, be provided free from charges. The governors and staff accept this as a principle and the following policy outlines their view and proposed action. Education for pupils is free from charge if:

- it takes place in school hours
- it is part of the National Curriculum.

## Exceptions

The exceptions are -:

### Residential Visits

- A charge will be asked for any residential visits.
- Payment plans can be put in place to support parents that require it to help spread the costs of these visits.

### Administration and external providers

- Parents will be charged a small amount if they request any policy documents from school (to cover administration costs).
- We may charge for some activities outside school hours that are provided by off site staff, or to cover activities that may incur additional costs beyond the schools resources.

### School Meals

- School meals are charged at £2.20. Payment for school meals should be made in advance.
- If parents are in receipt of 'Income Support' or 'Job Seekers Allowance' their child may be eligible for free school meals. Parents are encouraged to complete the appropriate form and return this to the school office.
- Dinner money arrears will be capped at £30 and arrears of this amount will trigger action.

Possible actions are:

- A payment plan may be put in place
- A packed lunch may be requested to be provided from home, until the arrears are cleared.
- Interim support will be discussed in the event of hardship. No child will be excluded from receiving meals in the event of genuine financial difficulty.
- If previous measures are unsuccessful it may result in the debt being passed over to the East Riding of Yorkshire Council.

#### Nursery

- Nursery Fees should be paid in advance.
- Nursery arrears are capped at £30. Arrears of this amount will trigger immediate action.

Possible actions are:

- A payment plan may be introduced.
- Hours will be reduced to the funded hours only, until the arrears are cleared. (please see nursery charging policy).
- If previous measures are unsuccessful it may result in the debt being passed over to the East Riding of Yorkshire Council.

#### Breakfast Club

- Breakfast club is charged at £1.50 per child, per session. Payment should be made in advance of the session.
- If arrears reach £30 this will trigger action.

Possible actions are:

- a payment plan will be introduced
- the place may be withdrawn until payment is made.
- If previous measures are unsuccessful it may result in the debt being passed over to the East Riding of Yorkshire Council.

Where charges are made weekly reminders are given for arrears to ensure that parents are informed immediately of any arrears to prevent debts from escalating. In the case of larger contributions, timely reminders are given to parents to ensure they are aware of payment deadlines.

#### **Voluntary Contributions**

Voluntary contributions will be requested of parents to allow visits to take place, which supplement and extend work included in the National Curriculum. In cases where there are insufficient voluntary contributions visits will be cancelled. The school values the contribution made by parents over the past years which have allowed visits to take place. Voluntary contributions may be requested on occasions. For materials or ingredients used in various activities. If finished products are to be taken by pupils a charge may be made.

The Governing Body reserves the right to ask parents to pay for the cost of replacing items of school property which are broken, lost or damaged, where it is the result of a pupil's behaviour.

The school holds its own fund raising events from time to time. Sometimes these support our own funds, but usually they support such charities as Comic Relief or the Poppy Appeal. Note that financial contributions to these events are voluntary.

### Financial Difficulties

Where charges would cause financial difficulties a reduced rate or no charge may be made, at the discretion of the Head. Sometimes, alternative sources of funding can be found. Parents will however be encouraged to make whatever contribution they can. No child will be excluded from any activity because of genuine financial difficulty. A copy of this Charging Policy is available on the web site. A paper copy can be obtained from the school office.

<b>Headteacher:</b>	Mrs S Hall	<b>Date:</b>	June 2023
<b>Chair of Governing Body:</b>	Rev R Hare	<b>Date:</b>	June 2023