



CHARGING POLICY

Agreed and ratified by finance committee

CONTENTS

1. After School Clubs
2. Dinner Money
3. Extended School – Leapfrogs
4. Extended School - Lilypads
5. Milk
6. Out of School Visits
7. Music

This Charging Policy informs staff and parents about charging for school activities. It conforms to guidance included in the Fair Funding Scheme for Financing Schools and the Guide to the Law for School Governors.

The school's charging policy is based on the following:

That no charge is made for provision of education during school hours except where teaching individual pupils or groups of up to four to play a musical instrument if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil.

No charge is made for activities that are an essential part of the syllabus for an approved examination.

The school operates the discretion to invite parents to make voluntary contributions for school time activities.

Charges are made for activities that happen outside of school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.

1. AFTER SCHOOL CLUBS

1. Payments for after school clubs must be made in full for all sessions before the start of the first session. Places are only allocated in receipt of full payment for the clubs sessions.
2. If a child is absent from school for any reason payment will not be refunded for that day's after school club. If the school has to cancel a club for any reason monies paid will be refunded or carried forward to the next payment date.
3. If a club is not viable to run due to insufficient numbers all payments made will be refunded.
4. If a child wishes to leave a club no monies will be refunded but if a place is still available in an alternative afterschool club they may be given the option to transfer to that club.

2. DINNER MONEY

1. The cost of a child's school meal is set by the Trust.
2. School meals must be paid for on a Monday morning.
3. School meals are not charged for when the child is absent from school.
4. If a child is absent from school and dinner money has been paid in advance, monies will be carried forward to the following week.

5. Wherever possible parents/carers are asked to specify every term their child's requirements as to whether they require a school meal.
6. Payment for school meals should be paid in advance, if not debt recovery will be a weekly procedure beginning with an informal note to home which can be in the form of text, email or written note. A second reminder will be followed up the following week and a third reminder will be via formal letter posted home inviting the payee into school to discuss a payment plan to clear the debt. To stop increasing the debt packed lunches from home will be required week 4.

3. EXTENDED SCHOOL

Leapfrogs - Breakfast/After School/Holiday Club

1. Twenty four hours notice to be given by parent/carer if they wish to cancel their child's session, otherwise payment in full is required.
2. Parents who are persistently late in picking up their child will be charged any extra expenses incurred by Leapfrogs due to staff having to work later than their allocated hours.
3. All payments for sessions must be paid for in advance via Parent Pay.
4. Childcare vouchers are acceptable as payment.
5. If payments are not kept up to date, school then has the right to withdraw a child's place.
6. Discounts are available for a second/third child/ren in all Leapfrogs sessions.

4. EXTENDED SCHOOL

Lilypads

1. All payments for sessions must be paid for in advance (first session of current week) via Parent pay.
2. If payments are not kept up to date, school then has the right to withdraw a child's place.
3. All paid sessions - payment must be made for every session even if a child does not attend, as a result of illness, hospital appointments or holidays.
4. A paid place requires one month's notice in writing must be given if a parent/carer wishes to withdraw their child's place.

5. Two weeks notice in writing must be given if a parent/carer wishes to withdraw a funded place.
6. Funded (free) sessions entitlement:
 - 3 year olds = 15 hours – the term after your child’s 3rd birthday.
 - 2 year olds = 15 hours – your child has to be 2 year’s old and have a confirmation letter from Local Authority to entitlement.
7. Session changes are only available if agreed with the school office staff, parents/carers to complete a change of session form – forms are available from the school office.
8. Childcare vouchers are acceptable as payment.
9. If payments for paid sessions are not kept up to date, school then has the right to withdraw a child’s place.

5. MILK

1. All children under 5 years of age are entitled a free carton of milk, however parents/carers must register online for their child to receive free milk.
2. Lilypads children receive one free carton of milk daily.
3. Children receive free milk up to their 5th birthday, after that date a charge is then made via Cool Milk.
4. All monies are paid directly to the school’s milk supplier Coolmilk who will notify school of all children who are having milk. Parents/carers to contact Coolmilk via their website on www.coolmilk.com.

6. OUT OF SCHOOL VISITS

Day Visits

1. In the event of an educational visit a voluntary contribution to cover the cost of the visit is requested. School visits maybe cancelled if there is significant shortfall in contributions received.

Residential Visits

1. The residential visit is not a voluntary contribution – all payments must be paid in full prior to the visit taking place. This is due to the visit taking place predominately outside of normal school hours.

7. MUSIC

1. A weekly charge (payable termly) will be made for musical tuition from the music service.
2. Parents/Carers to sign agreement which commits the child to the tuition for one school year (33 lessons).
3. Parents will be notified by their Parent Pay account at the beginning of each term for tuition payments.
4. Non-payment of fees may result in your child's lessons being cancelled.
5. The charge for each term is set by Doncaster Music Service and refunds will not be given for pupil's absences, school visits and events.
6. School closure – monies paid will be carried forward to the following year.
7. There is no charge to parents for the Year 4 first year of wider opportunities music tuition.