

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

In all voluntary payment situations, parents are reminded to contact the headteacher in confidence if they envisage that they may have any difficulty in paying the full voluntary contribution amount.

Voluntary contributions

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.

If a parent wishes their child to take part in a school trip or event, but does not make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit though the school does reserve the right to cancel the trip if insufficient contributions are covered and the additional costs are significantly detrimental to the school budget. Parents would be advised if this were a possibility. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- school trips
- musical events
- after school activity clubs

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for the swimming lesson but from Autumn 2011 we request a voluntary contribution to help towards the cost of transport. We inform parents when these lessons are to take place.

Residential visits

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 do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to write in confidence to the headteacher.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. 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. If the teacher is employed by Cumbria Music Service, we make a charge for these to cover the costs of invoices to the school. Other peripatetic music teachers charge independently of

the school. If parents are experiencing financial difficulty, they are invited to write in confidence to the headteacher.

School milk

Under the Nursery Milk Scheme, all pupils are entitled to a daily portion of milk free of charge until their fifth birthday. Parents of children in Reception who have attained the age of five will be offered an opportunity to continue with milk provision. As this provision is not covered by the scheme, a small charge is payable by parents to continue.

After school sports and activity clubs

The school organises and facilitates a range of optional after school clubs that are primarily sports based and offered by specialist professionals and school staff. Charges to parents reflect the cost of the provision to school.

YoYo childcare provision

The school offers after school childcare four evenings a week for working parents and those who need extended childcare. This provision is organised and staffed by school employees. Scaled charges are incurred for attendance to cover staffing and all associated costs

School meals

Whilst all infant children eat free meals under the 'Universal Free Infant School Meals' initiative, older and nursery pupils are also offered an opportunity to eat a hot school meal each day. Where the child is not an infant, a charge is made to parents to cover the cost from the meal providers. Parents have the option to order meals on a regular flexible basis or to provide their child with a packed lunch from home.

Policy Review

This policy was agreed by the Governing Body on 21.03.2024

Signed: S Bishop

This policy is due for review by March 2025

Introduction

The Governing Body is responsible for ensuring that procedures are in place for the recovery of any outstanding debt. This policy sets out procedures for debt recovery and for the write-off of any debt which is deemed to be irrecoverable.

Policy

Payment should be obtained as and when goods and services are provided wherever possible; in particular where the value of the goods and services is relatively small, i.e. less than £100.

Where payment is not received at the time when the goods or services are delivered an invoice must be raised as soon as possible but normally within 10 days after a debt becomes due.

Invoices should require payment within 30 days from the date of issue.

Final reminders should be issued if no payment is received within 35 days. The final reminder should make it clear that legal action will be taken if payment is not received within a further 14 days.

Parent Payment Policy

Where payment for services provided is payable by parents, such as for after school care, school meals or lessons provided by Cumbria Music Service, invoices require payment within 14 days from the date of issue. Invoices should make it clear that an administration charge of £5 will be incurred should a final reminder need to be issued.

Final reminders should be issued if no payment is received within 14 days. The final reminder should make it clear that legal action will be taken if payment is not received within a further 14 days.

At termly Governing Body meetings, the Headteacher is required to inform the Finance Committee of any debt which is still outstanding after the 14 day period following the final reminder together with any proposed action. This may be a referral to a debt collection agency, to solicitors for legal action or to write-off the debt if there is no realistic prospect of debt recovery being successful or if further action is not cost-effective.

Outstanding debt of up to £50 may be written-off by the Headteacher provided that the appropriate follow-up action outlined above has been taken and the details of the debtor, amount of write-off and reason for no further action being taken is reported to the Finance and Property Committee for information at their next meeting.

Write-off of outstanding debt in excess of £50 must be approved by the Finance and Property Committee following submission of details of the debt by the Headteacher together with the reasons for no further action being taken.

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