

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 parent wishes their child to take part in a school trip or event, but does not make a voluntary contribution, the child will participate fully in the trip or activity. Sometimes the school budget is required to supplement 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 and school provides this information when requested.

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:

- outdoor adventure activities
- school trips including visits to the theatre, museums etc.
- musical events offsite
- enrichment opportunities at our local cluster secondary school
- after school clubs such as Art, multi-skills sports, dance and chess club.

Additional funding for trips offsite and support for low-income families is sometimes allocated via our Sport Funding and Pupil Premium Grant from central government.

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 statutory requirements. We make no charge for the swimming lesson but do request a voluntary contribution to help towards the cost of transport. During autumn term of 2025, our school parents and families fundraising group (FOLS) met the cost of the school swim bus to alleviate the need for school to request voluntary contributions from parents and carers.

Residential visits

School does make a charge to cover the costs of board, lodging, specialist outdoor education instruction and travel expenses to our families for our residential visits taking place for all our year 5 and 6 pupils. 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. In addition to this individual and small group lessons are offered in the violin and piano for pupils during the school day from external music specialists. 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. Our current private music

teachers charge parents/carers directly and independently of the school. If parents are experiencing financial difficulty, they are invited to write in confidence to the headteacher.

All pupils in year 2 have the opportunity to learn the violin for one term at no cost to our families, as this is financed via a donation from a local family.

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 offered by specialist professionals and school staff. Charges to parents aim to cover the cost of the provision to school but are sometimes subsidised by our Sports Funding Premium if the nature of the club is physical activity and meets the criteria.

Currently, our after-school clubs are capped at £3 per session per week.

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. The cost of our school meals to parents and carers is calculated from the cost per meal from our providers, Orian.

Policy Review

This policy was agreed by the Finance and Property Committee on 5.2.26 on behalf of the governing body.

Signed: J. Newberry

This policy is due for review by March 2027

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 after-school care, school meals, or lessons provided by Cumbria Music Service, the amount owed will be added to ParentPay and should be paid within 14 days.

A reminder should be issued if no payment is received within 14 days. A final reminder should be issued if no payment is received within 30 days. The final reminder should make it clear that legal action will be taken if payment is not received within a further 14 days.

Bookings and payments for clubs will also be added to ParentPay in advance of the club starting and must be paid at the time of booking. A place in the club will only be confirmed once payment has been received.

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.

Policy Review

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Signed: J. Newberry.

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