



St.Nicholas
S c h o o l

CHARGING & DEBT POLICY

St Nicholas School is working towards the UNICEF Rights Respecting School award and promotes rights respecting values in all its policies



The Governing Body of St Nicholas School reviewed

this Policy on

It will be reviewed annually unless advised by Croydon LA

Signed _____

Headteacher

Signed _____

Chair of Governors



ST NICHOLAS SCHOOL CHARGING & DEBT POLICY

Purpose of Policy

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging policy describes how we will do our best to ensure a good range of visits and activities is offered at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Admissions

No charge shall be made for admissions to the school. All admissions to the school are made by Croydon SEN department, and the Local Authority funds the provision made by the school, through its Special School Funding Scheme.

Education during school hours

No charges will be made for:

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
2. Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
3. Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested.
4. Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
5. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
6. Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested.

Incidental costs

Voluntary contributions may be sought from parents /carers for materials or equipment, but no pupil shall be disadvantaged because of the parents' / carers unwillingness or inability to make such a contribution.

1. The school will ask parents/carers to send in a voluntary payment to cover the cost of drinks and healthy snacks used during breaks in the classroom as necessary.
2. In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils, the Head Teacher may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.
3. The school may ask parents/carers for voluntary contributions towards the cost of any day visits arranged by the school. We aim to provide a positive, inclusive learning and working environment, based on respect for people's differences. We are committed to challenging and preventing racism and discrimination. No child will be excluded from a visit because of parents' carers unwillingness or inability to make a contribution.
However, if sufficient parents / carers decline to make a contribution, the school may cancel the relevant event.

Transport

The school may ask for a contribution towards any transport arranged by the school in connection with school trips.

Education out of school hours

The LA policy is that the Governing Body will fund such activities either from direct charges to parents/carers or from voluntary subscriptions or through voluntary fund raising activities.

Residential educational visits

Parents/carers will be expected to pay all board and lodgings charges connected with any residential visit organised by the school. All parents / carers will be advised in advance of the total cost of the residential trip and any parent / carer who believes that they will have trouble financing the trip may contact the school to discuss this.

A deposit is requested, this is non-refundable, the balance can be paid either in instalments via Parentpay or in one payment via Parentpay. The balance will be refundable until payment is requested from suppliers, after that date the money cannot be refunded (usually one month before the trip start date).

Parents/carers will be expected to provide their child with pocket money.

If we cannot raise sufficient funding for the residential trip, the trip may be cancelled.

After School Clubs / Activities

All afterschool clubs / activities must be paid via Parentpay in advance of the after school club / activity starting.

Pupil Premium funding may be used to fund after school clubs / activities for pupils entitled to Free School Meals.



Debt Policy

St Nicholas school has a strict **NO DEBT** policy relating to School meals.

If Debt is incurred, then the school budget has to pay, meaning that money which should be spent on the children's education is used to pay debts incurred by parents.

All parents will agree that this unacceptable and we request that all parents give this policy their full support.

If parent believe they are entitled to Free School Meals, they can contact the School Office for more Information/Form.

Payments for Lunch and School Trips

Parents must pay in advance on a Debit Card online using Parentpay. If a parent has no access to the Internet, then a Pay Point Card supplied by the school can be used at a pay Point kiosk.

Children will not be provided with a school lunch unless it is paid for, except those children entitled to a Free School Meal. If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of 5 meals. However, this debt must be cleared by day 5 before any other meal can be provided.

If the debt is NOT cleared, then the parents will need to provide the child with a packed lunch. In cases where a debt payment is not received nor a packed lunch the Head Teacher/Office Manager will phone the parent to ask them to pay online immediately or bring a packed lunch into the school.

If payment is not received by the next day, the school reserves the right to begin legal proceedings against the parents to recover the debt. Children's Services may also be informed that these parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.

We hope that by implementing the debt policy we are able to help parents manage school lunch money better and at the same time ensure that the school budget is used in accordance with statutory requirements.