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**Amadeus**  
Primary Academies Trust  
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Limitless Learning Together

# Holy Trinity Lamorbey CE Primary School Charging and Remissions Policy

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## Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, although parents may be asked to make voluntary contributions to assist in off-setting the cost of enhancing the curriculum.

## A Cashless School

Holy Trinity Lamorbey is a cashless school. All payments and donations must be made via the online agora platform. This does not include small cash donations made as part of our charity work, for example bringing in a pound on own clothes day. Parents are required to register for an account upon admission and ensure that it remains in credit throughout their child's time at the school. The school business team are able to provide support and assistance to those who may require it and payments can be made via a 'PayPoint' found in many local businesses and at Post Offices for those who require this option.

## School Dinners

The school provides a hot meal for pupils each day. For pupils in Reception, Year 1 and Year 2 this is provided free of charge, the cost being covered by Government.

In years 3-6, meals are charged for. The price is determined by the Executive Team of Amadeus Primary Academies Trust each year and is communicated to parents thereafter.

Payments for school meals are requested in advance for the half term ahead. The school will facilitate any meal pattern a parent chooses but for administrative purposes this can only be changed half termly and in writing. In the event of an absence the meal is not charged but the account will be in credit. Refunds are given when a pupil leaves the school and their account is in credit.

If a pupil does not eat a meal that has been requested by their pattern and the school office is not advised prior to 10am on the day in question the meal will still be charged for as the school will have incurred the cost of supplying it.

If a parent or family has any difficulties in meeting the cost of school meals they should raise this with the school at the earliest opportunity. The school is committed to working with families supportively and compassionately when difficulties arise and there are options such as the Pupil Premium which can be used in such circumstances to cover the cost of meals. Equally, if a family experiences difficulty in clearing a debt a payment plan can be arranged subject to circumstances and at the discretion of the Head Teacher.

In the event that a family refuses to engage with the school or fails to make reasonable effort to clear a debt the school will cease to provide a meal to that child until such time as the debt is cleared and half a term's worth of meals is paid up in advance.

## Nursery

Holy Trinity Lamorbey CE Primary School operates a nursery and provides up to 30 hours of free childcare to eligible families.

Children are generally admitted to the AM session of the nursery which is funded by the 15 hours free childcare support from the Government. Afternoon sessions are then sold on a first come, first served basis. For families entitled to 30 hours free child care, the cost of this is covered by that Government initiative.

Parents who are not entitled to 30 hours free child care may purchase the sessions themselves. There is no preference given to families who pay directly or are entitled to 30 hours free child care as the session cost is based on the same amount as the government funding.

All families who stay all day are required to pay a fee to cover the lunch hour which is not covered by the free child care amount. This amount is included in the cost paid for the afternoon session by those not entitled to 30 hours free child care.

The price of the lunch hour and the afternoon session to those not entitled to 30 hour free child care is decided each year by the school and communicated to parents thereafter.

Parents are required to submit a pattern of attendance form each half term for the half term ahead indicating when they plan to bring their child to school and for how long. Patterns can only be changed half termly and in writing.

On the day amendments can be made up to 10am on the day including absence due to sickness. If the school is notified prior to 10am the session will not be charged. Refunds are not given but the credit carried forward to the following half term. Refunds are only given when a pupil leaves the school and the account is in credit.

Statements are provided to parents half termly. Payments must be made in advance.

If a parent or family has any difficulties in meeting the cost of nursery they should raise this with the school at the earliest opportunity. The school is committed to working with families supportively and compassionately when difficulties arise. Equally, if a family experiences difficulty in clearing a debt a payment plan can be arranged subject to circumstances and at the discretion of the Head Teacher.

In the event that a family refuses to engage with the school, fails to make reasonable effort to clear a debt, or fails to make payments in a half term the school will decline to admit the child to nursery until such time as the debt is cleared and the next half a term's fees are paid up in advance.

## Voluntary Contributions

Parents may be invited to make a voluntary contribution towards school visits and offsetting the cost of employing qualified coaches or specialist teachers who may be brought into the school to enhance and enrich the curriculum. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may cancel a trip or an activity. 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. The donation requested will typically include a small surplus on top of the actual price incurred to cover the cost of those unable to pay.

In the event of a family experiencing hardship causing them to be unable to make a contribution or pay for a residential visit, parents may discuss, in confidence, possible financial support with the head teacher.

The following is a list of the types of activities organised by the school, which parents are invited to make voluntary contributions towards. This list is not exhaustive.

- visits to museums;
- sporting activities;
- outdoor adventure activities;
- visits to the theatre;
- school trips;
- musical events and activities;
- swimming

## 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 and lodging and request a voluntary donation to cover the cost of travel. The donation requested will typically include a small surplus on top of the actual price incurred to cover the cost of those unable to pay and create a small contingency budget for the trip.

If a pupil leaves the school after paying for a residential trip but before embarking on it, the school will issue a refund only when the actual cost has not yet been incurred. If the cost has been incurred the booking has been made in good faith and the school is unable to provide a refund. This may apply to all or part of the cost, for example if a hotel has been booked but the coach hasn't we would refund the cost of the coach.

## **Music Tuition**

All children study music as part of the National Curriculum as a class. We do not charge for this. Governors will seek parental contributions to offset the cost of extracurricular music activities. Including peripatetic teachers.

## **Swimming and Coaching**

The school organises swimming lessons for all children in years 3, 4, 5 and 6. These take place in school time and are part of the National Curriculum. However, we do invite voluntary contributions from parents to cover admission to the pool, for which the school is charged.

The school offers specialist coaching in a variety of sporting activities. Where members of the school staff provide the coaching, no voluntary contributions are sought. However, if external coaches are brought in to provide the coaching, who are paid by the school, parents may be invited to make a voluntary contribution to help cover the cost.

## **The Governor Voluntary General Purpose Fund**

The Governors of Holy Trinity Lamorbey CE Primary School maintain a voluntary general purpose fund into which parents are invited to make a voluntary annual contribution to support the activities of the school. Donations can be made via agora, the online payment platform in suggested amounts.

## **Payments to Third Parties**

Holy Trinity Lamorbey CE Primary School sometimes handles payments to third parties such as the PTA, after school clubs or the school photographer on behalf of parents.

Although every effort is made to administer this securely and professionally the school does not check payments, count monies or maintain any audit trail what so ever in relation to payments to third parties and are unable to accept any responsibility for these payments.

The school is happy to work cooperatively and in good faith with parents to enable a smooth experience but parents who ask us to handle payments to third parties do so entirely at their own risk. This includes money donated to the PTA which is left in the PTA letterbox.