



## CHARGING POLICY - ANNEX PROCEDURES (GUIDELINES ON PAYMENTS)

<b>Reviewed</b>	September 2021
<b>Next Review Date</b>	September 2022
<b>Adopted</b>	30/09/2021

**Harrington Hill Primary School**  
**CHARGING POLICY – ANNEX**  
**PROCEDURES (GUIDELINES ON PAYMENTS)**

Payment will only be requested from parents in accordance with the relevant clauses of the school's published Charging Policy.

This annex explains when charges are made, or contributions asked for, to cover:

- Educational Visits and Trips (Clause 5)
- Optional Activities outside the School Day (e.g. Clubs) (Clause 6)
- School Journeys and Residential Trips (Clause 7)
- Instrumental Music Lessons (Clause 8)
- School Dinners (Clause 10)

Clauses 9 (Calculating Charges) and 11 (Debt Collection) should also be noted by parents.

**It should be noted that the school cannot currently accept debit or credit card payments for any activity. However we have an online payment system (Arbor)**

#### **EDUCATIONAL VISITS**

Parents will be advised by letter or Email of the required contribution. They should follow instructions given in the letter or Email about how and when payment is to be made. Any parent with genuine difficulty in finding the sum should talk to the Headteacher or School Business Manager who will advise them of any support that may be available.

#### **CLUBS, EXTRA-CURRICULAR ACTIVITIES AND INSTRUMENTAL LESSONS**

If parents wish to enrol their child into an after school club or breakfast club through Nation Sports (third party company), they will be required to pay for this in advance. Payment is requested in advance, and must be made prior to the child commencing this activity. Should any debts be on any accounts for this family, they will be refused any further extra curricular activities.

If parents are informed that their child can be offered instrumental lessons or that their child is eligible for a Music Board examination in that instrument, they will be given a letter stating costs and giving details of how and when payment must be made.

Payments will need to be made online to the school or directly to our external extended services provider.

#### **SCHOOL JOURNEY AND RESIDENTIAL TRIPS**

Parents must pay in advance online via Arobo as described above.

Again, in cases of genuine hardship, parents should speak to the Headteacher or School Business Manager, who will advise of any support that may be available. When the School notifies parents of the trip, the letter / Email will state whether it is possible to pay in instalments and give a deadline by which all payments must have been made.

#### **SCHOOL DINNERS**

Parents are asked to commit to their child having dinners for AT LEAST an entire half term. If they wish to make a change they must inform the school office as soon as possible to avoid charges being made. School dinners currently cost £2.20 per day, or £11.00 per week. Parents will be advised promptly of any changes to this. Payment for dinners must be made in advance for a week, a half term or a whole term. Any accounts in arrears of more than £40.00 will be stopped and a request for you to provide a packed lunch for your child until the arrears is cleared will be made.

## **PAYMENT**

**Payments online:** The parent must register themselves to enable their online account, parents must ensure that they check that all the account details are correct before finalising their payments.

**Free school meals:** Parents must complete an online application form for free school meals from Hackney Education website. Eligibility for free meals changes from time to time, but includes families in receipt of:

- Income support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Guarantee element of State Pension
- Child Tax Credit with an income of £16,190 or below where the household is not in receipt of Working Tax Credit.
- Working Tax Credit for the four-week period immediately after employment has finished.

## **LATE COLLECTION CHARGES**

Parents / carers will be charged the following charges if they are late to collect their child/ren from school:

- £5.00 from 3.40pm to 4.30pm
- An additional £5.00 for lateness from 4.30pm to 6.00pm

Parents are asked to ensure the relevant arrangements are made to ensure their child is collected from school or any After School Activity on time, the late charges are charged for the additional childcare provision the school must provide to care and supervise the child/ren. Parents are expected to pay these charges on collection of their child via Arbor. In any cases of repeat occurrences of more than 3 occasions, the school will have no other choice but to involve Hackney Children Services.