



CHARGING POLICY

Approved by:	Governing Body	Date: October 2023
Last reviewed on:	October 2023	
Next review due by:	October 2024	

Harrington Hill Primary School CHARGING POLICY

1. INTRODUCTION

The purpose of this policy is to ensure clarity regarding those services for which the school may make a charge. The policy has been informed by the LA policy and Department for Education (DfE) guidance and agreed by the Governing Body.

2. AIMS

The aims of this policy are to explain:

- The different sources from which the school may generate income aside from funds officially delegated by the local authority and government, donated funds from charities and funding bids; and
- The collection and administrative procedures, including credit control and debt recovery.

3. DEFINITION

Income may be generated subject to the provision of the Education Act 1996. No charge may be made for admitting pupils to maintained state schools. During the school day all activities that are a necessary part of the National Curriculum plus religious education are provided free of charge. This excludes charges made for teaching an individual pupil or groups of pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), the school will make a charge.

The school day is defined as:

- Nursery: 08.45 -11.45; 12.45–15.30
- Reception: 08.45 –15.30
- KS1: 08.45 - 15.30
- KS2: 08.45 – 15.30

4. RESPONSIBILITIES

The Head Of School must ensure that staff are familiar with and correctly apply the policy and it's Annex: Charging Policy Procedures (Guidance on payment). The Leadership Committee of the Governing Body must review the policy annually and it's Annex more frequently if required.

5. SCHOOL VISITS AND OTHER ACTIVITIES

We believe that the curriculum is enriched by educational visits and other activities such as visiting drama groups or storytellers and these come with a cost to the school. To cover the costs, the Head of School and governing body of Harrington Hill Primary School ask for parental contribution towards these extra school activities.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However if insufficient funds are available it may be necessary to curtail or cancel activities.

6. OPTIONAL ACTIVITIES OUTSIDE OF THE SCHOOL DAY

Harrington Hill aims to provide a wide range of activities during the school day, the external activities such as After School Clubs are currently out sourced to a third party company.

SCHOOL JOURNEY / RESIDENTIAL TRIPS

Charges are made for board and lodging during residential school trips. The cost must not exceed the actual cost of the provision. As with optional activities above, parents are asked to pay in advance of the journey/trip.

7. INSTRUMENTAL MUSIC LESSONS

A charge is made for instrumental music tuition unless the tuition forms part of the syllabus for a prescribed public examination that the school is preparing the child to sit, or is part of the National Curriculum or the syllabus for religious education, in which case there will be no charge.

As a child progresses in the learning of their instrument they may be put forward for a Music Board examination. Parents will be advised of the cost of the examination and the charge they will be asked to pay.

8. CALCULATING CHARGES

When charges are made for any activity, whether during or outside the school day, they are based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will come through fundraising and subsidies. Parents who usually qualify for support are those in receipt of eligible benefits.

9. SCHOOL DINNER SALES

Payments for school dinners should be made in advance via Arbor. The school dinner accounts are managed daily and reconciled weekly. The current cost of school dinners is £2.20 per day or £11.00 per week. Parents are asked to make payments according to the guidelines currently in force. Should any account be outstanding by more than £40.00 the school will request that you provide your child with a packed lunch until this debt is cleared.

Parents are asked to make a commitment to their child having school dinners for at least a half term.

Harrington Hill is a cashless school, payments are only accepted online only via Arbor

Payments made via our online system may take up to 1 day to process and update on our live system.

Free school meals: The school provides free school meals to pupils qualifying for these, in accordance with current legislation. We endeavour to ensure that as many eligible families as possible apply.

10. DEBT COLLECTION

Weekly reminder letters of outstanding debts for school dinners are sent to parents. If payment is not forthcoming the school endeavours to recover the debt with follow-up phone calls. If an account remains unpaid after these reminders, further action may be required and the school may refer the debt to be recovered by the London Borough of Hackney.

11. Late Fee Charges

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 3.45pm and then £1 every minute from 3:45pm to the time the child is collected.

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.