



## **Charging & payment Policy**

At Temple Newsam Halton Primary School



All school-based learning and educational activities which are undertaken as part of the National Curriculum during normal school operating hours are free. We operate as a 'cash free' school and as a result, all payments must be made using Arbor. In order to secure places for before and after school clubs, parents must have access to the Arbor system. If you have any issues with your access, then please contact the main school office.

### **Extracurricular Activities**

The school also offers a range of additional extracurricular activities and supported tutoring which are run by school staff at no additional cost to parents/carers. Some of these activities are run during standard school time and some form part of our afterschool offering which are supported through the Activity Fund and are organised and run by a qualified coach external to school staff.

### **Chargeable Activities**

#### **Breakfast Club**

Breakfast club sessions are available for all students from reception to year 6. These sessions are charged a flat rate of £4.50 per child per day. Places can only be booked through either the Arbor app or the Arbor parent portal and can be booked up to 30 minutes prior to the session start time. Once the place has been booked parents are unable to amend this via Arbor, any changes must be requested with at least 7 days' notice of the date required. This is due to the staffing and resource costs associated with the place. This must be done in writing via email to [info@tnhps.rklt.co.uk](mailto:info@tnhps.rklt.co.uk). Failure to book onto the session will result in a non-booking charge of £1.35 (or 30% session charge) per non-booked session. This is due to the potential need to allocate additional short notice staffing and resources to the session which had not been accounted for.

Sessions are charged at the point of booking so please ensure that you have enough balance in your account to cover the cost of the booking.

#### **Hutsters Afterschool Club**

Afterschool club sessions are available for all students from reception to year 6. These sessions can be booked at different lengths and therefore costs vary, please see below.

| <b>Session</b>                       | <b>Cost</b> |
|--------------------------------------|-------------|
| Monday – Friday until 16:30 (half)   | £6.50       |
| Monday – Thursday until 18:00 (full) | £10.00      |
| Friday until 17:00 (Friday full)     | £7.50       |

Places can only be booked through either the Arbor app or the Arbor parent portal and can be booked up to 30 minutes prior to the session start time.

Once the place has been booked parents are unable to amend this via Arbor, any changes must be requested with at least 7 days' notice of the date required. This is due to the staffing and resource costs associated with the place. This must be done in writing via email to [info@tnhps.rklt.co.uk](mailto:info@tnhps.rklt.co.uk). Failure to book onto the session will result in a non-booking charge of £1.80, £3.00 or £2.25 (or 30% session charge) for half, full and Friday full sessions respectively per non-booked session. This is due

to the potential need to allocate additional short notice staffing and resources to the session which had not been accounted for.

Sessions are charged at the point of booking so please ensure that you have enough balance in your account to cover the cost of the booking.

Please also be aware additional charges may also apply as outlined in our 'Failure to Collect' policy.

### **School Meals**

School meals are chargeable to all students who do not qualify for free school meals at the rates identified below.

| <b>Year Group</b> | <b>Price per Meal</b>                   |
|-------------------|-----------------------------------------|
| Nursery           | £2.70                                   |
| Reception         | Qualify for Universal Free School Meals |
| Year 1            | Qualify for Universal Free School Meals |
| Year 2            | Qualify for Universal Free School Meals |
| Year 3            | £2.95                                   |
| Year 4            | £2.95                                   |
| Year 5            | £2.95                                   |
| Year 6            | £2.95                                   |

Please ensure all accounts have sufficient credit for all meals planned to be taken within any given week. Where an account does fall into debt, all outstanding balances must have been cleared within the term or students will be required to bring packed lunches.

### **Music Tuition**

Music is taught to all students as part of the National Curriculum and this does not incur any additional charges.

In addition, we use an external provider 'Rocksteady' for small group instrument lessons, these lessons are organised externally from school and parents must pay for these lessons directly to the supplier. Information on lesson availability and how to sign up for these will be provided at the start of the school year.

### **Residential Visits**

From time to time the school may organise educational visits or activities to enhance and enrich the curriculum to help "bring the learning to life" and apply their knowledge in more practical settings. To secure places for residential visits, we will ask for a non-refundable deposit to be made ahead of the final payment date. By paying this deposit you are also agreeing to pay the remaining costs associated with the residential on or before the deadline date, where payments have not been made prior to the deadline, your child's place may be forfeit and any deposit paid would be non-refundable.

The total costs of these trips will be distributed evenly between all attending students. This may include costs such as entry fees, transport (in line with government guidance), equipment rental, board and lodging, extended day services such as meals and care provisions etc. A full breakdown of costing for each trip is available for parents upon request. Please note, total charges to parents will never exceed the total cost of the trip. Where insufficient payments have been made, the school may be required to cancel the trip as we are unable to fund remaining costs.

### **Non-Residential Visits / Educational Trips**

To ensure we can continue to provide students with these opportunities and experiences that come with non-residential and educational trips, we may invite parents to contribute to the costs of such events. Information of planned events will be available at the start of the school year and will outline the associated cost to allow parents to budget these in the same way as a monthly payment or bill.

If sufficient contributions have not been made by the date stated, then the school reserves the right to cancel the visit or activity on the basis of insufficient funding. To minimise the chances of this happening, a letter will be sent out along with the initial information for parents/carers to complete which indicates if you are willing and able to support with funding. All payments must be made by the deadlines outlined in the information letters and emails and decisions for if the trip will go ahead will be made on contributions up to that date.

We will however not exclude children where parents have not been able to make contributions should the visit or activity still go ahead. Those children will not be treated any differently by staff or activity leaders in accordance with relevant discrimination laws.

The total costs of all trips will be broken down evenly between all students in the attending class or classes and there will be no requirement to pay additional fees where other parents/carers are unable to make contributions. A full breakdown of costing for each trip is available for parents upon request. Please note, total charges to parents will never exceed the total cost of the trip. Where children are eligible for Pupil Premium we would discount the total cost by 40% with the expectation that parents would pay the remaining 60%.

### **Ad-hoc Charges**

We may occasionally run activities where charges may incur on an ad-hoc basis and would be regarded as an 'optional extra' where the child or parent/carer wishes to own the materials or resource.

Examples include charges for books, materials, equipment and instruments where applicable as well as lesson specific resources such as ingredients to cover a food technology lesson.

Again, any charges outlined by the school would never exceed the cost of provision per pupil.

### **Financial Support**

In order to remove potential financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits, where charges would usually apply in-line with this policy, will be offered at a reduced charge, and by exception, at no charge at all to families.

Help may be available on a case by case basis to families in receipt of one or more of the following; income support, income-based jobseekers allowance, child tax credits, support under part six of the Immigration and Asylum Act 1999.

Further support within the Leeds area can be found at [Leeds - Worrying about Money?](#)

This is not an exhaustive list and other arrangements may be agreed at the discretion of the Headteacher and Business & Operations Manager.

### **Additional Considerations**

The school leadership team in conjunction with the governing body want to ensure the student have the very best learning environment and educational opportunities but not at the expense of placing unnecessary financial burden on families.

To support with this, we have committed to the following;

- We have a clear and established system to support parents with making payments across school.
- We will endeavour to publish a comprehensive list of planned educational trips and visits at the start of the school year which outlines expected costs per pupil to allow parents to plan in advance.

- Where opportunities arise for school to deliver a visit at short notice, parents/carers will have the ability to pay via instalments beyond the planned date of the trip.
- Accounts will be debited in advance based on booked places for chargeable activities to allow for forward planning of finances.

### **Debts and Non-Payments**

Parents have an obligation to pay for all chargeable activities, as detailed above, and the school reserves its right to refuse places for chargeable activities where debts from the previous term have not been settled. This is to ensure that debts cannot build to unmanageable amounts which could put further financial strain on families. The school also has a commitment to ensure that unpaid debts do not impact the provision for other students.

The school and governing body do understand that parents/carers may encounter unexpected financial difficulty and will work with them to resolve the situation in a way that is agreeable by all parties involved.

The school operates via a cashless system however, agreements may be made, by exception, for outstanding debts to be cleared by card payment. Please be aware that bank charges incurred as a result of returned cheque payments may be added to the outstanding balances. Where there is a refusal of payment or agreement to work with the school to clear any outstanding debts then the school reserves the right to refer outstanding debts to a 3<sup>rd</sup> party collection agency to settle the outstanding balance; this will be reportable to the local governing body.

Where debts for a student have not been cleared prior to a child leaving the school, these debts will be transferred to a sibling account where possible. Where this is not possible debts may be passed on to a 3<sup>rd</sup> party recovery team as mentioned previously.

Where a child leaves school with an outstanding credit on an account, we can transfer this balance to a sibling account or process a card refund. The exception to this is where the value was below £5, due to the admin costs of processing this, a card refund would not be applicable.

The Finance Committee of the local governing body will monitor the impact of this policy on an annual basis, using data provided by school, and make amendments and recommendations as required.