

# **POLICY FOR CHARGING AND CASHLESS CATERING**

**Reviewed by PWG: JUNE 2016**  
**Amended: JUNE 2016**

## **Related policies and documents:**

Behaviour for Learning policy  
Educational visits  
Equality policy

## **1 Introduction**

**1.1** All education during school hours is free of charge, with the exception of individual or group music tuition (see 4 below). We do not charge for any activity undertaken during school hours as part of the National Curriculum.

## **2 School trips/visits and activities during the teaching day - voluntary contributions**

**2.1** When organising School activities, trips or visits which enrich the curriculum and educational experience of the children, the School invites parents/carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made a proposed event may be cancelled unless the School is able to cover the shortfall arising from parents/carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

**2.2** For each trip/event the school finance office approves a costed proposal which, if viable, is approved by Senior Management. Parents/Carers have a right to know how each individual trip is funded. The School provides this information on request.

**2.3** The following is a list of additional activities sometimes organised by the School, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities – sometimes involving transport expenses;

- outdoor adventure activities;
- visits to the theatre;
- School trips abroad;
- musical events.

**2.4** Parents/Carers will be given reasonable advanced notice of proposed visits/ activities and the School will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant. The school make arrangements for parents to pay on-line for any pre-planned trip.

**2.5** From September 2016 the School are requesting donations to the School Fund for extras provided by the school to make the pupil's experience richer and even more enjoyable. This payment is a flat per pupil payment on an annual basis.

### **3 Residential visits - Charges**

**3.1** If the School organises a residential visit in term time, or mainly in term time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element, salaries etc. However, we do make a charge to cover the costs of board and lodging and will invite voluntary contributions to meet other costs associated with the visit such as travel expenses. Parents/Carers who receive specific state benefits or where school receives student financial support, will be charged a discounted rate of the charges for board and lodgings and specific details of exemptions will be provided at the time that residential visit details are notified.

**3.2** Parents/Carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant. The school make arrangements for parents to pay on-line for any pre-planned trip.

### **4 Music tuition**

**4.1** All students study music as part of the normal KS3 School curriculum. We do not charge for this.

**4.2** Peripatetic music teachers offer individual or small group music tuition at the School which is additional to the National Curriculum. We give parents/carers information about availability of this facility at the start of each academic year and a charge is made for these lessons. Parents/Carers who receive specific state benefits can be offered reduced charges for music tuition – details will be provided at the time that tuition is offered.

### **5 Out of School clubs and activities**

**5.1** The School offers a range of out-of-school clubs and activities, and may charge students a fee if necessary to cover the costs associated with these activities. Generally these clubs are free and as such activities will be run at cost, and where a charge is made if any profits are made these will be reinvested in the activity or transferred to the School General Fund. No student should be prevented from taking part in an out-of-school club or activity because of an inability or unwillingness to pay on the part of a parent/carer.

### **6 Transport to Extra-Curricular Activities**

**6.1** Parents/Carers may be charged to cover the transport expenses associated with the trip or the extra-curricular activity. Charges for transport will be strictly

based on covering actual costs (as defined in legislation) with no profit element.

## **7 Cashless Catering / School meals**

**7.1** The School operates a cashless catering system which can be topped up on-line and managed directly by the parents/carers. Parents must ensure that there is sufficient credit on their child's account to enable the child to obtain any food or drink from the kitchen serveries.

**7.2** Pupils will not be provided with a school meal unless it is paid for in advance, except those who are entitled to free school meals. At its discretion, the school may grant an allowance to pupils whose parents the school believes have genuinely forgotten to pay for a school meal. However the debt must be paid the next school day.

**7.3** If the debt is not cleared, parents must either provide a packed lunch or take their children home for lunch. In a case where neither a debt payment is received nor a packed lunch provided, the school office will telephone the parents and ask them to come to school with the money. Otherwise they must provide sandwiches before lunchtime or arrange to take their child home for lunch.

**7.4** If the debt is not cleared within 7 days of the debt being incurred, the Headteacher reserves the right to commence the school's debt recovery process (see below) and to begin legal proceedings against the parents to recover the debt. The Headteacher may also inform the Local Authority that the parents are not carrying out their responsibility of care by not providing their children with a meal at lunchtime

## **8 Loss of/ Damage to School Property**

**8.1** Parents/Carers may be asked to meet the costs of repair/replacement of School property lost or damaged as a result of a student's misbehaviour.

## **9 Debts and Debt Recovery**

**9.1** Wherever possible, income due will be collected before or at the time the relevant sale or service is provided. Where this is not possible, an invoice will be raised as per the terms of the contract, or, where the contract is silent regarding when invoices should be raised, for immediate payment.

**9.2** All debts will be recorded and non-payment will be followed up by issuing reminders as outlined below:

- Step One: 21 days after date of invoice- Initial Letter
- Step Two: 7-14 days after date of initial letter- Follow-up Letter
- Step Three: 7-14 days after date of follow up letter- Letter Before Action
- Step Four: Consider legal action

**Signed by Chair of Governing Body: .....**