



## Rainford Brook Lodge Primary School

### Charging Policy

Last review date		November	2025
Next review date		November	2026
Signed		Name	P Reece
Position	HT	Date	
Governor ratification			
Signed		Name	J. Sebastian
Position	CoG	Date	

# **Rainford Brook Lodge Primary School**

## **Charging Policy**

### **Philosophy**

Rainford Brook Lodge Primary School is an inclusive school committed to minimising the chance that pupils are excluded from school activities because of cost. It is our aim that all pupils should receive equal access to curricular activities and that we act sympathetically and supportively towards families who may not be able to afford to pay for extra-curricular experiences. This includes keeping such costs under review to ensure they are reasonable and seeking to arrange subsidies where appropriate from school funds or the delegated cost centre as identified in the agreed school budget.

Parents have a right to know how each trip is funded. The school provides this information, normally by School Spider and ParentPay, detailing the cost of the trip and requesting the voluntary contribution.

The school uses the ParentPay system which allows parents to pay online for trips, snacks and milk, wrap-around sessions and Nursery sessions.

From March 2025 the St Helens LA Catering Division introduced the School Grid money system for parents to order and pay for School Dinners online.

### **Education During School Hours and Voluntary contributions**

All education during school hours for children is free. The school also arranges a number of day trips out of school and visits by external providers into school to enhance and broaden the school curriculum. We make no charge for these enrichment activities but do ask for voluntary contributions to cover the cost.

Parents are also asked to contribute towards the cost of other enrichment activities and some materials for practical activities in some circumstances. Examples of enrichment activities are trips out of school and visits by external providers or partner organisations into school or visiting 'experts' such as artists, musicians, theatre groups. If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. If parents are unable to contribute the full voluntary amount, they are encouraged to contribute whatever they can towards the trip or visit. The school may pay the shortfall and meet the additional costs in order to support the visit from School Fund, but we reserve the right to cancel the trip if enough money is not raised. The school only passes on the overall cost of a school trip and under no circumstances makes a profit. Parents may, if they wish, pay more than the minimum voluntary contribution to enable an activity to take place where others are unable to afford the voluntary contribution. If parents kindly wish to pay more, they may do so at their own discretion. Any excess monies in this case will be absorbed into School Fund.

In addition, Years 3 and 6 have residential trips programmed into the school year – a one-night residential activity holiday and a PGL activity Holiday. In deciding for what charges will be made for we follow the guidance on the flowchart below. In asking for any payment for these opportunities we will give families advance notice to enable

them to budget towards meeting the cost and arrange special payment arrangements to support individual families.

### **Remissions Policy**

Children in receipt of Free School Meals or in some extenuating circumstances, when a family cannot afford the cost of the trip and this is preventing the children from benefiting from the experience, we use monies from School Fund or the delegated cost centre identified in the agreed school budget to pay for or subsidise the trip.

### **Uniform**

We do expect children to wear our school uniform which can currently be ordered through Whitakers or Topaz. We allow children to wear polo shirts without the school logo in order to keep the costs down. We also expect children to be properly equipped for PE lessons wearing the appropriate kit. Where a parent/carer has a particular difficulty affording essential items of uniform, we support them to ensure their child is kitted out appropriately. Monies may be sourced from second hand items sourced. In addition, we signpost parents to the opportunity to claim for uniform allowance if they are entitled.

### **Non-Uniform Days**

From time to time, the school may decide to allow children to come to school in their own choice of clothes. This is usually related to fund-raising for a charity or raise monies for School Fund. We ask for a voluntary donation on these occasions of money or an item that may be sold to raise money. If a parent wishes their child to take part in a non-uniform day but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully.

### **Extra-Curricular Activities and After-School Clubs**

Where additional clubs are offered on school site by external providers or partner organisations before school, during lunchtimes or after school, a charge may be made. Charges for clubs and any other provision are made explicit at the time of offering opportunities to children.

At times the school may charge for extracurricular activities being run by staff member to enable resources to be purchase and to cover the cost of the staff member's salary for the period of time that they run the club.

We can arrange special payment arrangements to support individual families, and for families who access free school meals the delegated cost centre identified in the agreed school budget may be used to subsidise or pay for the activities. In extenuating circumstances, the school may absorb the cost ourselves using School Fund monies.

### **Out of School Care Clubs**

Our Breakfast Club will still run from 7.30 am – 8.55 am, and After School Club will run from 3.30 pm – 5.55 pm. We will introduce two after school club collection times and corresponding charges:

7.30am – 8.50am £6.00 Breakfast Club

3.30pm – 4.30 pm £7.00 - After School Club

3.30pm – 5.55pm £8.00 - After School Club

Bookings for both clubs need to be made and paid for on Parent Pay in advance. Those families that pay for clubs by childcare vouchers/credits need to ensure credit is made in advance to ensure you can book your sessions.

Accounts will be updated at the end of the month once the vouchers have been reconciled from our bank statement.

Breakfast Club bookings can be made up until 10.00 am the day **before** you require it.

After School Club bookings can be made up until 10.00 am **on the day** you require it.

Emergency bookings can be made on the day after these cut off times, but a £2.00 same day charge will be made and applied to the normal booking fee for the session booked.

If a session is booked until 4.30pm, but your child is collected any time after this, you will be charged £8.00 instead of the £7.00.

If your child is not collected by 5.55pm, you may be charged £5 for the first 15 minutes, plus an additional £5 every 15 minutes after this.

Bookings can be cancelled or changed before the cut off times above. We ask for 24 hours notice for cancellations. Failure to cancel 24 hours before will result in the full session charged to your account. Cancellations are to be made by the parent on ParentPay

Ratios of adults to children have to be adhered to for safety reasons so all bookings need to be made via Parent Pay or via the office. Any children not booked into clubs will result in a phone call to parents/carers being made as a safeguarding priority, and your child will be put into after school club.

Emergency telephone to be used for late pick-ups only for Care Clubs 07386 399573

## **Nursery**

Rainford Brook Lodge Primary School offers Tadpoles Pre-school facilities for 3- and 4-year-olds. FEEE funding for all Tadpoles Pre-school facilities is offered to parents through the Local Authority. Additional sessions can be organised at a cost, as well as lunch care and snack.

The charges for Nursery are as follows:

### **3 and 4 year old setting**

Wrap around care is offered with the usual charges for Breakfast Club and After school club being applied.

Additional sessions £16.00 per session

Lunch stop (for those not accessing 30 hours FEEE) £4.00 per day

School Meal £3.54 per day. Please note VAT is charged on all meals based on the current VAT rate applicable at the time.

Snack 60p per session

There will be the option for parents to utilise their entitlement to 15 hours FEEE and 30 hours FEEE. Those accessing 30 hours FEEE can use them flexibly to access breakfast and afterschool care.

Childcare vouchers can be used in payment for Nursery sessions as well as Tax Free Childcare payments. Payment for all non-funded sessions should be made in advance. Non-payment of fees will be pursued and may result in refusal of non-funded sessions.

## **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Subject to availability and to the terms and conditions of individual tutors, children are offered the opportunity to study a musical instrument with peripatetic teachers. Parents who wish their child to participate may be asked to pay for the additional music lesson fees. If this is the case, parents will be required to sign a contract to commit to the full year's fees and these will be added to the School Money system on a termly basis.

Currently the school pays for tuition through the St. Helens Council Music Service and children loan brass. The school has a stock of brass instruments and keyboards which are loaned to these children free of charge although the signed loan agreement dictates that any damage done to the instrument will be charged to the parent. Parents may choose to purchase instruments for their child to use should they wish.

### **School Property - Damage and Loss**

If a child damages or destroys furniture or fittings, materials, apparatus, equipment, books or any part of the fabric of the building the school reserves the right to ask parents to pay the full or part cost of repair, replacement or restoration, where this is a result of a pupil's inappropriate behaviour. Parents will be asked to pay the replacement cost of any library or reading book issued to a child that is lost or not returned to school when requested. We act sympathetically and supportively towards families who may not be able to afford to pay however unless the family alert us to this then the debt will be pursued.

### **School Dinners**

Parents/carers reserve the right to choose whether their child has school dinners, or a packed lunch brought from home. Parents/carers who wish their junior child to have a school dinner are required to access the School Grid online system to order the meals.

*SchoolGrid is a system that allows parents to pre-order school meals directly at home or on the go from the touch of a button. This system allows flexibility so you can choose a meal on certain days and order for up to a whole term in advance.*

If you pay for your child's meals, then you have two options on SchoolGrid. You can top up your account by making a card payment or alternatively, you can set up a Direct Debit. To place an order. You need to ensure you have the relevant credit on your account or a Direct Debit set up. If you do not have these, you will be unable to order and will receive a reminder message to make payment.

A child is eligible for free school meals if the parents/carers receive income support, Job Seekers Allowance (income based), Child Tax Credit or Pension Credit with Child Tax Credit and have an annual income of less than the specified amount (and not in receipt of Working Tax Credit) or are assisted by the National Asylum Support Service (NASS)

### **Milk**

Milk is provided to children from Tadpoles to Y6 and is ordered via [www.dairylink-uk.com](http://www.dairylink-uk.com). The price is 29p per day (this is subject to change)

### **Snacks**

As we are part of the Government's "Fruit for Schools" scheme we endeavour to ensure that all infant children receive a fair allocation of the fruit received into school through this scheme.

Tadpoles are 60p per session and Reception class is £15.00 for the term.

### **School Documents and Curriculum Information**

The school is committed to making information easily accessible to parents/carers. Parents/carers are able to read school policies available on the school website or on site at the school premises, free of charge.

### **School Fund**

This policy does not include provision to ask for a voluntary contribution per child on roll, per term to a School Fund. If parents kindly wish to make a donation to support school activities at any time, we will be very pleased to accept their generosity.

### **Lettings**

The Governors will consider any request for Lettings of the school building each on its own merits, Information is available on request.