



# The Sherwood School

## Debt, Charging & Remissions Policy

### Our Mission Statement:

We are dedicated to providing the best possible education for every pupil in a safe, inclusive and stimulating environment. UNICEF's convention on the Rights of the Child is embedded within our ethos and curriculum and is valued and supported by our staff, children and families.



<b>STATUS</b>	<b>FREQUENCY OF REVIEW</b>	<b>APPROVAL</b>
<b>Statutory</b>	<b>Annually</b>	<b>Business Committee</b>

**Date reviewed:** 10<sup>th</sup> September 2025

# The Sherwood School: Debt, Charging & Remissions Policy

## Statement of Policy

The Sherwood School values each pupil as an individual and strives to provide its students with a wide variety of opportunities to enhance their educational experience. This policy sets out The Sherwood School's procedure for charging for these experiences and opportunities. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that financial circumstances do not prevent a child from participating.

The Sherwood School has also adopted a strict "no debt" policy.

## CHARGING AND REMISSIONS

### Wrap Around Care

The Sherwood School runs its own Wrap Around Care which includes

- Breakfast Club – 7.30am to 8.45am – £8 per session
- After School Club –
  - o Half session 3.20pm to 4.30pm - £6 per session
  - o Full session 3.20pm to 5.30pm - £12 per session

The costs for these clubs include staff time, refreshments and resources. Children get a meal and opportunity to take part in a range of activities both inside and outside.

If children are not collected at the end of the school day (3.20pm), they are brought round to the office at 3.30pm and a phone call to parents/carers is made. If they are not collected by 3.40pm, the child/ren will be taken to After School Club and their account will be charged.

### Free Nursery Places

15-hour Nursery places are automatically available for FREE to all families with children aged 3 to 4. This is provided at the Sherwood School in five morning sessions, 8.45am – 11.45am.

30-hour Nursery places are available for FREE to working parents of 3 and 4-year-olds – this includes the universal 15 hours (above). The places are subject to eligibility, you can find out more and apply at <https://www.gov.uk/30-hours-free-childcare>. If you are entitled you will be issued with a code which you will need to send to [adminoffice@sherwood.merton.sch.uk](mailto:adminoffice@sherwood.merton.sch.uk) the term before your child starts. The days and times of 30-hour places are 8.45am – 3.30pm on Mondays to Thursdays and 8.45am – 11.45am on Fridays.

### Nursery "Top up"

For families that want or need full time nursery provision, the school also offers additional paid-for sessions above the free entitlement.

Option 1: Daily PM Sessions (for children eligible for 15-hours)  
11:45am - 3:30pm x 5 days: £110 per week

Option 2: Friday PM session (for children eligible for 30-hours)  
11:45am – 3:30pm £22 per week

If a child is collected after the Nursery school day, a phone call home will be made. If they are collected more than 15 minutes late there may be a charge to parents of £6 to cover staff time, this can be paid via the MyChildAtSchool app.

### Day Trips

- Charges for day trips will represent the actual cost of providing the trip. No profit will be made.
- Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.

- The Sherwood School will encourage Parents/Carers to make the voluntary contributions, but if insufficient funding is received, the school reserves the right to cancel the upcoming trip.
- Once a trip has been paid for, apart from extraordinary circumstances, there will be no reimbursement for absentees on the day.

Where a child may be prevented from participating in an outing because of financial hardship, consideration will be given to reducing the voluntary contribution for the particular trip. Any shortfall could be met from the Pupil Premium Grant. All children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Those parents that can prove they are in receipt of the following benefits may be exempt from paying the full cost:

- Universal Credit
- Income Support
- Job Seeker's Allowance (income-based)
- Employment Support Allowance (income-related)
- Child Tax Credit, so long as you do not get Working Tax Credit and your family's annual income does not exceed the published amount as assessed by the Inland Revenue
- Support is received under part six of the Immigration and Asylum Act 1999
- Support is received under the guarantee credit element of the Pension Credit.

If a student is registered as Pupil Premium they may also be exempt from paying the full cost.

Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be otherwise unable to attend due to financial hardship.

### **Experiences Offered in School**

Each phase is responsible for providing enhanced learning experiences within school. The cost of providing these experiences is sometimes met by a voluntary contribution from the parents of those children benefiting from the experience.

- These experiences will be non-profit making. Therefore, where voluntary contributions are sought, the school reserves the right to cancel the experience if insufficient funding is received.
- No child is to be prevented from participating because a voluntary contribution has not been received, but parents will be encouraged to pay.
- Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.
- Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

### **Residential Trips**

Residential trips provide the children with a unique and sometimes life changing experience. However, the cost of residential trips will be the responsibility of the parents of the participating children.

- Charges levied for residential trips will represent the actual cost of providing the trip. It is expected that the trips will be non-profit making.
- An initial deposit is usually requested for such residential trips with the remaining balance to be paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip.
- Refunds of any further payments are entirely at the school's discretion. A request for a refund must be made in writing by the parent. If the request relates to a child's withdrawal from a trip due to illness, a medical certificate may be required.
- Where sponsorship or donations have been received towards the cost of the trip, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who

would be otherwise unable to attend due to financial hardship as outlined in the policy under 'Day Trips'.

- Children will be treated equally regardless of the payment made by the parents.

## **PAYMENTS**

### **Wrap Around Care**

Parents must pay in advance for Wrap Around Care and can pay using three methods:

1. Via the MyChildAtSchool app or website at point of booking under "Wrap Around Care" and pay at point of booking the club. <https://www.mychildatschool.com>
2. Pay via the government tax-free childcare account [www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare)
3. Pay via a college or training provider if you have a childcare bursary or grant – you must speak directly to your college or training provider to arrange this.

Children may not attend Wrap Around Care unless it is paid for. When a debt payment is not received, staff will refuse entry to Wrap Around Care.

- If they try to attend Breakfast Club in the morning the parent will need to wait with the child until the school day starts at 8.40am.
- If their child is not picked up from school as the parent wishes them to attend After School Club, the child will wait with their class teacher at the office and the Admin team will call the parent to collect the child.

### **Nursery Top-Up**

Payments of invoices should be made within 30 days of receiving the invoice. Payments can be made using three methods:

1. Bank transfer using the details on the invoice
2. Pay via the government tax-free childcare account [www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare)
3. Pay via a college or training provider if you have a childcare bursary or grant – you must speak directly to your college or training provider to arrange this.

Payments will be reviewed termly. If a debt payment is not received, the school reserves the right to offer the private top up place to another child on the waiting list the following term.

### **Day Trips, Experiences Offered in School and Residential Trips**

Parents can make payments for these items using the online method via MyChildAtSchool <https://www.mychildatschool.com> under 'Trips'

## **DEBT**

The school budget is calculated each year to maximise teaching and learning. However, if debts are incurred, then the school budget has to pay for them. This means that money, which should be spent on teaching and learning, is used to pay for debts incurred by parents. We all will agree that this is unacceptable and unfair to the students. Therefore, we request that all parents give this policy their full respect and support.

If payment of the debt is not received, the school reserves the right to clear any outstanding debt with payments made for other purposes such as clubs. We also reserve the right to use a siblings account to clear debt if applicable.

The school also has an obligation to recover outstanding debts, and may do so by using an authorised external collection agency.

***It is our hope that by adopting this policy, all monetary funds available for teaching and learning will be used in that manner.***