



ST JAMES CE JUNIOR SCHOOL

Charging and Remissions Policy

2018 - 2020

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➤ Education

School **will not** charge for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, part of religious education or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;

School **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (as stated); and
- musical instrument and vocal tuition (optional extras).

➤ Optional Extras

Charges may be made for some activities known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment and include;

- extended day services (EBASC) and after school activities e.g. after school football club led by external providers, craft and cooking clubs
- board and lodging for a pupil on a residential visit
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- school milk will be charged termly at the current rate unless parents qualify for financial support (see Remissions information)
- from time to time we may invite a non-school based organisation to arrange an

Schools **can** charge for:

- board and lodging and the charge must not exceed the actual cost;
- admission fees e.g. cinema, theatre etc.

The school will make it clear that parents who can prove they are in receipt of the benefits listed in this policy (see Remissions information), will be exempt from paying the cost of board and lodging.

➤ **Non-residential visits and activities**

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the lunch break.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening. In cases such as these, parents can request to be told how the charges were calculated.

➤ **Transport**

School **cannot** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated e.g. swimming, however, school can ask parents for voluntary contributions towards the costs;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit, however school can ask parents for voluntary contributions towards the costs.

Staff will follow set school procedures to secure the collection of all debts. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it. Unless a decision to write off a debt is demonstrably a reasonable course of action, authorisation is in place to initiate legal or other action to recover debts.

A formal record of any debts written off will be maintained and this will be retained for 7 years.

See Appendix 1 – Fee Payment & Debt Recovery Procedures

6 REMISSIONS

Parents who would qualify for financial support from the school's allocated Pupil Premium funding are those who are in receipt of;

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- Income Related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit with **NO** Working Tax Credit and the family's annual income (as assessed by HM Revenue & Customs), does not exceed **£16,190**
- Guaranteed Element of State Pension Credit.

The Governing Body reserves the right to be more or less generous with the application of its Charging & Remissions Policy, as long as it meets the requirements of the law.

No child will be prevented from taking part in an activity simply because his/her parents are unwilling or unable to pay. Remission of charges may be available at the discretion of the headteacher and parents are invited to speak with the headteacher to discuss these matters in confidence. The Headteacher will consider requests and decide on each application on a case by case basis at their discretion. Appeals may be made to the Chair of Governors.

7 ARRANGEMENTS FOR MONITORING AND EVALUATION.

The Finance Committee of the Governing Body will monitor the impact of this policy by receiving regular financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Appendix 1

FEE PAYMENT & DEBT RECOVERY PROCEDURES

It is essential that fees are paid on time for the efficient and timely management of income to the school's delegated budget, and minimising administration time and costs.

Payment options

Whilst cash payments can be made, the school prefers to receive online payments via Parentmail, which are more easily reconciled against invoices and present fewer security risks than children carrying cash or holding cash on the premises.

- Music Tuition fees are invoiced at the beginning of each half term and should be paid by the date stated on the invoice.
- EBASC fees are invoiced each half term and should be paid by the date stated on the invoice.
- Dinner money should be paid in advance; weekly, half termly or termly.
- Educational visits and miscellaneous items (SATs books, Leavers' Hoodies etc) should be paid by the due date specified in the letter.

DEBT RECOVERY

Any account falling into arrears will trigger the following procedure;

Invoices (EBASC, Music Tuition)

A reminder invoice will be issued requesting the account is brought up to date within 7 days.

After 7 days a duplicate invoice will be produced and sent home with an accompanying letter requesting the account to be paid within 7 days.

At the end of this week (28 days outstanding) a letter will be sent advising the removal of access to services from EBASC or Music Tuition and the debt will be brought to the attention of the headteacher and/or Governors.

Dinner money: A reminder email is automatically triggered in Parentmail when the account falls to zero.

Step 1: A text will be sent if the account has fallen into arrears at the end of 1 week - outstanding balances up to £11.00.

Step 2: A text asking for the matter to be dealt with urgently, will be sent at the end of week 2 – outstanding balances of up to £22.00.

Sample Dinner Money Reminder Letter # 1

Dear XXXXXX

Dinner Money Reminder

On checking our dinner registers today I can confirm that a total of £xx.xx is owed for xxxxxx's lunches.

The outstanding amount is now beginning to reach a concerning level, and I would be grateful if you could make a payment as soon as possible to bring the account back into credit.

Dinner money should be paid in advance weekly, half termly or termly, preferably by Parentmail or alternatively by a cash/cheque payment to school, on a Monday morning.

I enclose an up to date account history for your information.

Thank you.

Head teacher

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Sample Dinner Money Reminder Letter #2