HADLEIGH INFANT & NURSERY SCHOOL

Charging & Remissions Policy

2020-2021

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Other related policies	
Other paperwork attached	

Version History Log for this document

Version	Date Published	Details of key changes from previous version
3	September 2020	Section 5.3 amended.
2	March 2019	Amount changed from £20.00 to £5.00 in section 303 (page 4) New section added lined to outstanding debts. (Page 5)

Introduction

Under the terms of the Education Act 1996, the Trust Board has a policy on charging students to participate in school activities.

By law, children in school years R to year 11, may not be charged for activities that take place during the school day. Parents may be asked for voluntary contributions, but if they do not pay their child cannot be prevented from participating, should the activity go ahead. In any request for voluntary payments, it must be clear from the terms in which it is made that:

a) There is no obligation to make any contribution; and that students will not be treated differently according to whether or not their parents have made a contribution.

b) Whilst this is the case, activities may not proceed if the school determines an activity to be financially unviable.

1 - Scope

1.1

The Headteacher is responsible for ensuring compliance with School's and Trust's policies and procedures. This procedure applies to all Trust staff.

1.2

For reference: the school day means registration time to normal end of the school day, normally Monday to Friday. Days classified as school days are set annually and are available to all stakeholders through the school's website.

2 - Procedures

2.1

School Admissions – No charge shall be made in respect of admission.

2.2

Provision of Education and Activity – No charge shall be made in relation to the education of registered students where education is provided during school hours. Where education or activities are provided outside of school hours, no charge shall be made provided it is required as part of the syllabus for a prescribed public examination or part of the National Curriculum such as Busy Bees for example where the school will invite pupils to attend.

Services that are chargeable include breakfast club and after schools' club where the parent/carer have made a decision for pupils to attend.

2.3

Community Education & Lettings – The school has the right to charge any user for the right of access to community education/lettings activities and facilities used for this purpose.

2.4

The school may also charge registered students for:

a) Musical Instrument Tuition – A School may charge for practical instrumental lessons held during the school day which are provided individually unless they are required under the syllabus.

b) Practical Subjects – In certain practical subjects, so that students may experience a wide range of activities and develop essential basic skills, a number of items will be made either to take home and keep or consume on the premises. Therefore, a letter will be sent to all parents at the beginning of the school year, and to parents of students admitted during the school year, asking them to make a voluntary contribution for materials and equipment used in this way.

c) Incidental Charges – No charges shall be made in respect of the supply of any materials, books, instruments, or other equipment (not including clothing) provided for the provision of education, or examination.

d) Student Resources – The school provides a limited supply of supplementary learning resources including homework books and some school uniform items. The school or any trading subsidiary is permitted to charge for these items.

3 - School Visits

3.1

Visits during the school day – Parents cannot be asked for a compulsory payment for any visit that is taking place during a normal "school" day. Voluntary payments (including full staff costs) can be requested, but if the visit proceeds, students wishing to go but whose parents are not prepared to pay, must be allowed to attend. They cannot be subsidised by other parents. This will likely mean that insufficient funds will be available. The member of staff involved will seek additional funding from the Headteacher. If this is not possible, the trip must be cancelled.

3.2

Optional extra visits out of school time or as part of extra-curricular activity – These are visits where a large part of the trip is outside of the normal school day. Here, parents can be asked to meet the full cost of the trip. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made. This compulsory payment cannot include subsidising students unable to pay. Please also read 5.7 regarding students in receipt of Free School Meals.

3.3

Balances on school trips – Once a school trip has taken place and the finances have been reconciled, any balance over £20.00 (per student) will be returned as soon as possible. Any balances below £20.00 (per student) will be retained by the school to assist families with the costs of future school trips where parental contributions are difficult.

3.4

The school will not issue refunds to parents for school visits (deposits or other contributions) with the exception:

a) Where trip is cancelled by school for any reason.

b) Where child is withdrawn from trip with sufficient prior notice to avoid cancellation charges where they are applied by the visit tour operator or is replaced by another student who pays up before issuing refund.

c) For illness or other unavoidable reason such as compassionate leave.

d) Where the school excludes child from school (and therefore visit) for relevant period the school may give refund at discretion of Headteacher.

4 - Nursery

4.1

Parents who qualify for either the 15 or 30 hours free child care provision can apply to purchase additional sessions. There will be a charge for these sessions. Parents and carers will be informed of the cost of additional sessions before they book them.

4.2

Parents will be asked for a voluntary contribution towards additional consumables, such as drinks, meals or nappies, or additional services, such as baby yoga, music lessons and school trips.

4.3

Parents will be asked for a voluntary contribution towards the cost of lunch. This cost will cover the cost of the food and the cost of the adult supervision.

4.4

If there are any outstanding debts older than 90 days the school reserves the right to refuse a family the right to access any other chargeable services, breakfast club or afterschool club for example.

5 – Outstanding debts

5.1

Parents are communicated through either telephone, letter, text or e-mail to advise them of the debt. Support is offered to families to find a speedy resolution to any debt situation.

5.2

If there are any outstanding debts older than 90 days associated to the family, the school reserves the right to refuse a family the right to access any other chargeable services, breakfast club or afterschool's club for example until the balance is paid or a suitable payment plan is in place and adhered to.

5.3

If there are any outstanding debts which amount to a significant figure associated to the family, the school reserves the right to refuse a family the right to access any other chargeable services, breakfast club or afterschool's club for example until the balance is paid or a suitable payment plan is in place. Any ban on service must be approved by the Head Teacher and one other, i.e. CFO or CHoG.

5.4

Recovery of sums payable by parents – Any sums payable by parents – for breakfast and afterschool club session, to which they have agreed are recoverable as a civil debt.

5.5

Schools may decide to chase any debt through licenced debt recovery organisations and the courts.

5.6

The school governors are informed on a monthly basis of all debtors and actions that have been taken.

6-Other

6.1

Breakages and fines – Parents may be charged for the cost of replacing damaged or lost equipment where appropriate, for example, smashed windows, vandalized IT items or non-returned team kit.

6.2

Transport – Often required for school sporting fixtures where the school's own transport is unavailable. It is reasonable for the School to request voluntary donations towards the cost of transport to and from the venue. This is regardless of whether the fixture is within the school day or not.

6.3

Transport to alternative locations for the school day – it is at the discretion of the Headteacher to determine whether parents should be assisted with the costs of transport to alternative locations for the normal school day.

6.4

Visit charges may include subsidiary costs including insurance, postage, travel, transaction fees and absent staff cover (where necessary) and agreed by the Headteacher.

6.5

The School is sympathetic to families who are unable to afford the cost of additional activities and/or extra-curricular activities, and has a limited amount of money set aside to assist parents in particularly difficult financial circumstances. Approaches for such assistance may be made to a member of staff, who will then consult the Headteacher for a decision. In this case, only requests made by those in receipt of Free School Meals will be considered.

6.6

Donations made by Parents, ex-pupils or friends of schools in the Trust are to be encouraged. All monies received will be ring fenced for improvements to the school and the educational needs of the students at the school.

6.7

All charges for income of any nature must be made through the Finance teams. Likewise, all monies received for such income must be directed to the Finance Department.

7 - Finance

7.1

In all instances where a charge is levied the manager responsible for the charge is required to raise an invoice.

7.2

All invoices will be produced by the finance department and payment duly chased by the finance department also.

7.3

It is expected that the manager that raised the initial invoice should receive updates on the charges levied and assist the finance department in the collection of payments as appropriate.