

**St Ippolyts C.E. (VA) Primary School**



# **Charging & Remissions Policy**

**March 2017**

# **CHARGING, REMISSIONS AND DEBT RECOVERY POLICY**

The Governing Body at St Ippolyts recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

At St Ippolyts School the Governing Body aims to provide and promote such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## **Charging Policy**

The school may make a charge to parents for the following activities as permitted by law.

- Board and lodging during residential school trips, even if they may occur mainly during school time. This cost must not exceed the cost of the provision.
- Costs associated with individual tuition and small groups in playing a musical instrument, unless it is provided as part of the National Curriculum.
- The cost of ingredients in cash or kind and materials used in practical subjects, such as DT and craft, if parents have indicated in advance a wish to own the finished product.
- The cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.
- The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

## **Remissions**

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher will make authorisation for such remissions.

## **Refunds**

Where possible the Headteacher, on behalf of the Governing Body, shall seek to make refunds on monies paid to the school in respect of:

- School day trips
- Residential trips
- Sums over £10
- Cancellation by the school

Refunds will be paid if a child cannot take part in an activity for a medical, emergency, personal or family reason. Any deposits paid cannot be refunded due to costs incurred when the booking is made.

### **Debt Recovery**

St Ippolyts School will observe the relevant financial regulations and guidance set out in the Financial Handbook for Schools and any other legal requirement. In particular:

- The Governing Body will not write-off any debt belonging to the school which exceeds £500. Any sums above this will be referred to the Director of Childrens Schools and Families for approval and the formal agreement of the County Council's Finance Director obtained before writing-off. (If any debtor has a number of debts which together exceed the write-off limit then these will be treated as a total amount).
- A formal record of any debts written off will be maintained and this will be retained for 7 years.
- St Ippolyts School will not initiate any legal action to recover debts, but will refer any debts which it has not been able to collect (unless written off) to the County Secretary.
- The school will NOT write-off any debt belonging to the County Council or another party, e.g. debts for school meals.

### **School staff are expected to follow the following procedures to secure the collection of all debts.**

- Record goods and services supplied where payment is not received in advance or at 'point of sale'.
- Where invoices are raised these should state the date by which payment is due.
- In cases of correspondence with parents/carers should indicate the maximum period regarded as reasonable before a payment becomes overdue.
- Reminders, initial (may be verbal), followed by a letter and second reminder letter 2 weeks later. Failure to respond a letter will be sent advising that the matter will be referred to the County Secretary's Department.
- If a debtor asks for 'repayment terms' these may be negotiated and recorded.
- Where the school incurs additional costs in recovering a debt, the debtor may be asked to cover this.
- Write-offs of any debt <£100 requires the approval of the Headteacher/Finance Committee/Governing Body up to a maximum of £500.