



# REAY PRIMARY SCHOOL

## Reay school policies support our aims

- *offer a breadth of experiences to all children inside and outside school*
- *reach the highest standards across the curriculum*
- *build self esteem*
- *develop social and emotional intelligence*
- *demonstrate a quality of leadership which embodies inclusion and respect*

## CHARGING AND REMISSIONS POLICY

### Contents

#### 1 Aims

We aim to have robust, clear processes in place for charging and remissions. The education we provide during normal school hours is at no charge to pupils.

#### 2 Legislation and Guidance

- 2.1 Our policy is based upon advice from the Department for Education on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

#### 3 Voluntary contributions

- 3.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.
- 3.2 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. In some circumstances the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.
- 3.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to or by a theatre company;
  - school trips abroad;
  - musical events;

- Residential school trips.

#### **4 Residential visits/trips**

We charge to cover the costs of board and lodging in an overnight trips, as well as activities.

If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled.

#### **5 Music tuition**

- 5.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 5.2 Music exams provided by an external organisation will be charged at cost price.
- 5.3 We can charge for vocal or instrumental tuition provided either individually or to groups , provided the tuition is provided at the request of the pupil's parent.

#### **Swimming**

6.1 The school organises swimming lessons for all children in Key Stage 2 and Year 2 in Key Stage 1. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents and carers when these lessons are to take place and expect children to do their lessons.

#### **7 After School Clubs**

The school offers additional learning opportunities after school. External coaches, who are not members of the school staff and staff members, run these sessions. We make a small charge for these sessions. If a fee is not paid the club will be offered to the next person on the waiting list. Clubs will not be refunded due to non-attendance by a child.

#### **8 Remissions**

In some circumstances the school may not charge for items or activities set out in section 5 of this policy. This will be at the discretion of the governing board and will depend on the activity in question. Remissions should be approved annually by the Resources Committee with regards to major activities such as School Journey.

If the parent/guardian of a pupil is in receipt of income support, income-based jobseekers' allowance e, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,190), the Headteacher may remit all or some of the charges in respect of board and lodging for a residential trip.

The Headteacher may decide not to levy charges for specific pupils in respect of a particular activity or trip, if it is deemed to be reasonable in the circumstances.

#### **9 Debt Recovery**

The school will take all reasonable measures to vigorously collect debts as part of its management of public funds. 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.

The school's debt recovery policy will observe the relevant financial regulations and guidance set out in the Lambeth Schools Financial Procedures Manual and any other legal requirements.

The school will not write-off any debt belonging to the Lambeth Council or another party. If in doubt as to the appropriate action to collect any such debts the school will seek advice promptly from officers of Lambeth Council.

### 9.1 Debt collection procedures

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

- Recording of goods or services supplied where payment is not received in advance or 'at the point of sale'.
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A record will be kept of all such supplies that details what was supplied, the value, the date(s) and the identity of the 'debtor', e.g. child, parent, hirer, etc.

Where invoices are raised these should state the date by which payment is due.

In all other cases correspondence with parents, etc. should indicate the maximum period that the school regards as reasonable before payment is overdue, e.g. payment for items purchased should be paid at the school office by, etc.

The following procedures will be followed when a debt starts to accumulate; individual agreements will be made to accommodate specific circumstances; admin staff will use their discretion and knowledge of individual families in the first instance and record any such arrangements. If these are not followed and office staff have any concerns they will immediately inform the School Business Manager (SBM) or Headteacher to review what action to take.

### 9.2 Dinner Money

Informal reminders issued when outstanding monies are owed to the school will be made either in person (when a parent comes to collect/drop off the child) or by telephone/text.

Reminder letter 1 will be issued one week after the informal reminder or following non-compliance with an individual arrangement.

Meeting with the office team or Headteacher after two weeks when a second reminder letter is issued, which will include details of the settlement period that has been agreed by the parents. This will include advice that the child will be at risk of not being able to stay for lunch from a specific date until the debt has been cleared. If payment is not then made the parent will be reminded to collect their child for lunch in line with this letter.

### 9.3 After School Clubs

Informal reminder issued when outstanding monies are owed to the school. If the booking is **ad-hoc no further bookings will be allowed until payment has been made.**

### 9.4 Nursery Top Up Fees

*Procedure for parents who book regularly and have a good payment record.*

Informal reminder made after two weeks by the end of the week.

Reminder letter 1 - one week following the informal reminder and the withdrawal of the service.

Meeting with the office team or Headteacher two weeks later as above and issue of letter 2.

### **9.5 Costs of debt recovery**

Should a debt fail to be recouped, the school will reserve the right to take the debtor to court to reclaim the original debt together with any additional costs incurred in doing so. The court costs involved are a percentage of the debt owed.

SLT will decide whether to take this course of action taking all circumstances into account. The debtor will be formally advised that they will be required to pay these additional costs incurred by the school in recovering the debt.

### **9.6 Debt collection procedures**

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

- Recording of goods or services supplied where payment is not received in advance or 'at the point of sale'.
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A record will be kept of all such supplies that details what was supplied, the value, the date(s) and the identity of the 'debtor', e.g. child, parent, hirer, etc.

Where invoices are raised these should state the date by which payment is due.

### **9.7 Reporting of outstanding debt levels**

The SBM will ensure that the level of outstanding debt is known and can be determined at any time.


The SBM will present a list of outstanding and written-off debts to the Resources Committee who will review this every term to determine whether this level is acceptable and whether action to recover debts is effective.

### **9.8 Staff dinner money debt**

Staff are expected to clear any outstanding debt on their account within 30 days.

### **Monitoring and review**

This policy will be reviewed by the Headteacher and reported to the Governing Board in 3-year-cycle, or earlier if necessary. Any changes and or amendments will be reported to the Governing Board (FGB).

<b>Date agreed by Governing Board /Headteacher</b>  26 <sup>th</sup> January 23	<b>Signature of Chair of FGB/Headteacher</b>  
<b>Date agreed for review</b>  January '26	<b>Frequency of Review</b>  <del>Annual/Bi-annual/</del> <b>Three-year cycle</b>
<b>Responsibility for Review</b>  Governing Board /Headteacher	