




Southfield
PRIMARY ACADEMY

**Southfield Primary School
Brackley, Northamptonshire
NN13 6AU**

Policy

Charging & Remissions Policy

Governor/Committee Link	Resources
Completed by	Jane Cartlidge, Headteacher
Date	June 2017

Ratified by the Full Governing Body	
Date	28 June 2017 (policy effective from 01.09.17)
Name	Lee Marland
Signature	
Position	Chair of Governors

Policy Review Date	September 2018
---------------------------	-----------------------

Southfield Primary Academy

Charging and Remissions Policy

This policy has been written to take into consideration the terms and conditions within the school's Funding Agreement with the Department for Education, which took effect on 1st December 2012.

1. As required by the Education Reform Act 1988, no fees shall be charged in respect of admission to the school or for the education provided there.
2. For certain school activities, such as educational visits or performances at the school by theatre-in-education companies, financial contributions may be invited from parents to cover the cost of the particular activity. In the case of visits, the amount suggested can take account of the need to pay for helpers who are not asked to contribute.

When contributions are invited it will be made clear:

- that no child whose parents are unable or unwilling to contribute will be treated differently from any other;
 - that the activity may have to be cancelled if contributions are insufficient to meet the costs.
3. Charges may be made for:
 - Residential visits – these will be priced on an individual basis to take account of the coach, accommodation and activities purchased
If a child is in receipt of Free School Meals (not Universal Free School Meals) 50 % of the cost of the residential may be claimed from the school
 - Music lessons – individual tuition in the playing of musical instrument or tuition in a group of no more than four pupils
 - Activities – activities deemed to take place outside school hours, often called 'optional extras', when they are not related to a prescribed public examination or the National Curriculum
 - Extended services – the school runs a 'wrap around care' service which is chargeable
 - Lettings – These will be chargeable depending upon the length and time of day
 4. The school subscribes to an online payment service which assists with limiting the amount of cash handled and stored on site. Any charges made will be via this method. Payment can be made online, by card in school or by cheque. Cash is only excepted in exceptional circumstances. Lettings will be invoiced on a termly basis.
 5. The school accepts childcare vouchers from various suppliers, however, advance notice is required to enable set-up of an account with the nominated provider.

Procedures relating to bad debt

1. Wherever possible, income due will be requested via the online payment service in advance or at the time the relevant sale or service is provided. Where this is not possible, a charge will be raised for immediate payment.
2. All debts will be recorded and non-payment will be followed up by issuing reminders as outlined below. Where a service is being provided, this will cease immediately and the debtor will be informed of this via email and/or text. The service will not be reinstated until the debt is cleared and payment of future services is made in advance.
 - 3 weeks from date of invoice - 1st reminder
 - 6 weeks from date of invoice - 2nd reminder
 - 9 weeks from date of invoice - final reminder

The final reminder will be sent by recorded delivery and threatens legal action if the account is not settled within 14 days.

In the case of extended services, the payment is due at the beginning of each term for that term and any outstanding debts remaining at the end of the term will deem the service void and the provision will be removed for the following term.

3. After 14 days, where a debt is still outstanding, legal action will be considered and the debtor will be informed of this in writing. The debt may be referred to the Governing Body's Legal Advisor, where appropriate.
4. If, after every effort has been made to collect the debt and legal action is considered impractical or has been unsuccessful, individual bad (irrecoverable) debts may be written off in accordance with the following procedures:
 - those up to the value of £100 to be approved by the Headteacher and reported to the next meeting of the governing body
 - those exceeding £100 to be referred to the Governing Body for approval, either directly or after consideration by the finance committee
 - those exceeding £500, legal advice maybe sought.
5. The VAT element of any debt must not be written off as this contravenes HM Customs and Excise statutory requirements.

SCHEDULE OF CHARGES

1st September 2017 – 31st August 2018

Music Lessons

£204 per annum for a group lesson payable termly in advance

£408 per annum for an individual 20 minute lesson per week (£12.36 per 20 minutes)

This service is provided by NMPAT and is charged at cost. Parents must sign up for an academic year and agree to pay 3 equal instalments (September, January & April). If a child joins an instrument lesson part way through a year, these costs will be pro-rated.

Extended Services

Breakfast club	£ 4.00 per session
Lunch Club	£ 4.00 per session
Nursery sessions	£12.50 per session
After School Club 5pm	£ 7.00 per session
After School Club 6pm	£ 9.00 per session
Late collection fee:	£ 1.00 per minute late

These fees are charged termly and must be paid on the first day of the term. Additional sessions are payable upon booking. Three school weeks notice is required to terminate the agreement and advise of holidays or non-attendance.

Lettings – before 8pm

£30 for the first hour

£25 subsequent per hour

Lettings – after 8pm

Price on application.

Community Lettings (via the NCC subsidised scheme)

Charged as per NCC and will be considered on a request by request basis.

Trips & Residential Trips

School trips are charged at cost, taking into consideration the event, travel costs and administration.

If the school trip takes place during a normal school day we will ask for a voluntary contribution, however, if there are not enough contributions to cover the cost then the trip will be cancelled.

Pupils for whom the school receive Pupil Premium receive a 50% reduction in residential trips.

