



## Four Lanes Community Junior School

<i>Date last reviewed:</i>	<i>May 2023</i>
<i>Review period:</i>	<i>Annually</i>
<i>Governing Committee Responsible:</i>	<i>Full Governing Board</i>

### Charging Policy

#### Principles

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Board:

- To levy no charge in respect of books, materials and equipment provided in connection with the school curriculum, except where parents have indicated their wish to purchase products for home use.
- To request voluntary contributions from parents or guardians for activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding. However, the parents of Pupil Premium children will not be asked to make a contribution (and will be contacted separately) and no pupil will be excluded from such activity by reason of inability or unwillingness to make a voluntary contribution.
- To levy a charge for activities wholly or mainly outside school hours which are not a necessary part of the National Curriculum or the school's basic curriculum for religious education. However, the school will not seek to make a profit and will not overcharge some children in order to subsidise others. In some cases, funding from other income may be used eg., Sports Premium for Sports Clubs.
- Music Tuition - The school has an arrangement with the Hampshire Music Service whereby we buy in their services (usually peripatetic music teachers). The cost for these peripatetic music teachers is passed on to parents at a termly charge. If pupils want to cease having these lessons parents must pay at least to the end of the full term to cover the costs incurred. If notice is given at the end of a half term, parents must cover the full cost of the full term.
- To seek recompense from parents for damage to, or loss of, school property, caused irresponsibly by their children or members of their household.
- To seek recompense from parents for books that are damaged, defaced or lost through negligence.
- To charge for photocopying and administration costs where a parental request for copies of school documents will result in a cost to the school.
- To leave to the Headteacher's decision, the proportion of any costs which should be charged to public or non-public funds.
- To delegate to the Chair of Governors and the Headteacher the determination of any individual case arising from the implementation of this policy.

## Appendix 1:

### DEBT RECOVERY POLICY

Four Lanes Community Junior School may experience bad debts and therefore controls need to be in place to ensure that monies are recovered as soon as possible.

#### Debt Recovery Procedures

In order to prevent further debt accruing:

- In line with our school policy, invoices raised in SAP for payment to be made to HCC clearing account, have a payment term of 'within 28 days due net'. Therefore for money owing to the school as a result of this type of invoicing will be 'chased' after the 28 days has expired. Management of this is by monitoring payment of invoices to HCC on the Budget v Forecast report.
- Payment for other items like dinner money and trips is via Tucasi. Money should be gathered in advance. The school will send a reminder, if the debt is still outstanding, 7 days after it arose, a second reminder 7 days later and a final demand 14 days after the second reminder.
- If the debt is material then funded services provided by the school will cease until the debt is paid in full.
- If action taken by the school to recover the debt is not successful and the debt is material then it can be referred to County Treasurer's Debtors Group where appropriate action can be taken. However, according to the Scheme for Financing Schools: The Headteacher, once approved by the governing body, may write off an amount of income due, if they consider it irrecoverable and must sign an explanatory record with reasons for the write off. RECORDS MUST BE KEPT FOR INSPECTION.
- The finance officer at the school must ensure that appropriate accounting adjustments are made following write-off action, in accordance with the Scheme for Financing Schools.

The Governing Body can approve the write-off of debts up to £500.

The responsibility of the County Treasurer is:

- 'In consultation with the chief officer, to agree the write-off of bad debts of between £500 and £5,000.'

## Appendix 2

### Community Facilities

The community centre facilities work outside of this Charging and Remissions Policy. However, it may be useful to parents to have the following information.

The Centre understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Clubs, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the Registered Person and reviewed annually in the light of the Centre's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
- Payment of fees should be made monthly. Individual payment arrangements will be negotiated between the Manager and parents/carers.
- The Centre will be sympathetic to requests for weekly payment. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Manager at the earliest possible opportunity.
- Discounts or refunds will not be given for illness, holiday or other absences taken during regular bookings for Dawn Chorus or Twilight Zone.
- Discounts or refunds will not be given for illness or other absences taken during Planet Holiday.
- Payments are not transferable between Planet Holiday and Twilight Zone or Breakfast Club.
- If the fees are not paid on time, the Centre will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- The Manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place being forfeited.
- If fees are paid persistently late or not at all with no explanation, the Centre will be forced to terminate that child's place. Under exceptional circumstances, the Manager may agree to allow the child to continue attending the Club for the remainder of that week.
- Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place.
- A period of one month's calendar notice is required to terminate or to make any alterations to the original booking for Twilight Zone or Dawn Chorus. This must be made in writing to the Manager and will be acknowledged on receipt.
- A period of one month's calendar notice is required to terminate or make any alterations to the original booking for Planet Holiday. Unless a refund is specifically requested in writing to the Manager, any monies owing will be made as a credit toward a future holiday booking.