



Four Lanes Federation

<i>Date last reviewed:</i>	<i>October 2024</i>
<i>Review period:</i>	<i>Annually</i>
<i>Governing Committee Responsible:</i>	<i>Resources Committee</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. Parents of Pupil Premium children will be asked to make an affordable 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., Pupil Premium.
- 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 Executive 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 Executive Headteacher the determination of any individual case arising from the implementation of this policy.



Appendix 1:

DEBT RECOVERY POLICY

Four Lanes Federation 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 Customer Invoices Paid and Outstanding Budget v Forecast report.
- Payment for other items like dinner money and trips is via Arbor. 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 individual debts up to £500. For debts over £500, advice will be sought from Hampshire's Credit Control Team.

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.'