

SOUTH DARLEY C.E.  
PRIMARY SCHOOL



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# SOUTH DARLEY C of E PRIMARY SCHOOL

## CHARGING, REMISSIONS, DEBT & EXTENDED SERVICES POLICY

<b>Person/Committee responsible for reviewing/updating this plan</b>	Finance & Personnel Sub-Committee
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<b>Date of Review</b>	<b>Governors Meeting Reference Number</b>	<b>Approved by name</b>	<b>Comments</b>
03.11.15	FPSC03112015.6.2.7	L Warburton	
20.01.16	FPSC20012016.6.1	L Warburton	

# **South Darley Primary School Charging, Remissions, Debt and Extended Services Policy**

## **1 Introduction**

- 1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition provided by the Music Partnership.

## **2 Voluntary contributions**

- 2.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. 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 have not paid any contribution. We do not treat these children differently from any others.
- 2.2 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 allow the child to participate fully in the trip or activity. Sometimes the school or PTA pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.
- 2.3 The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as curriculum enrichment and enable us to provide a rich and varied educational experience. This list is not exhaustive:
- visits to museums;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to the theatre;
  - musical events.

## **3 Residential visits**

- 3.1 If the school organises a residential visit in school time or mainly school time, we make a charge to cover the costs of board and lodging. Parents who receive state benefits may be exempt from payment.

## **4 Music tuition**

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this. However parents may be asked to make a small weekly voluntary contribution towards class musical instrument tuition from Derby Music Partnership.

- 4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers (Derby Music Partnership) teach individual or small group lessons. Parents are charged directly by the music tutors. These tutors provide information about additional music tuition at the start of each academic year.

## **5 Swimming**

- 5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. Parents may be asked to pay a small amount each week towards the cost of transport.

## **6 Miscellaneous Charges**

- 6.1 The school charges 3p per sheet per A4 photocopy. At the discretion of the Headteacher, no charge will be made to staff, nor to the Friends of South Darley School and others making copies for the benefit of the school, for reasonable use of the school photocopier. This policy does not affect the school's charging policy in relation to photocopying under the Freedom of Information Act.
- 6.2 In view of the fact that mobile reception is not available on most networks in and around the school grounds, at the discretion of the Headteacher no charge will be made to staff for reasonable use of the school's telephone for urgent domestic reasons.

## **7 Extended Services**

- 7.1 The school offers a morning club service on Monday, Tuesday, Thursday and Friday. This provision is no different to any other business in that it has to be paid for by its users. The provision is available to all pupils at the school but must be paid for by the parent/carer.
- 7.2 The morning club extended service is available to all children at a cost of either £10 per term, payable in advance of the 1<sup>st</sup> session attended or at a daily rate of £1.00 per child, payable on the date of attendance. Any revision to the Morning Club Extended Service prices will be notified to parents/carers the term prior to the new charge taking effect.
- 7.3 Payment should be provided (cheques payable to South Darley CE Primary School) in a sealed envelope clearly marked with the child's name, days paid for and the amount enclosed. The school will ensure that all moneys collected is banked in a timely manner in accordance with the School's Financial Regulations which are periodically inspected by Audit.
- 7.4 To ensure the School's budget is not adversely affected by the cost of providing Morning Club Extended Services, the Governors consider the fairest system to all families is to pursue a 'Zero Tolerance' approach. Although this may seem harsh to some parents, it is important that the

Morning Club Extended Services provision does not run at a loss, otherwise the school budget will be affected, to the detriment of all our pupils.

- 7.5 Where payment has not been forthcoming for the term's Morning Clubs, the school will contact the parent detailing how much is owed and requesting payment within 7 days. The same process will be used if a cheque is not honoured by the bank. Where the debt remains outstanding and exceeds £30 for a family, the school will write to the parent explaining that the school is not obliged to provide that service where advance payment is not forthcoming. This does not affect the parents/carers right to apply in confidence for the remission of these charges in full or in part.
- 7.6 Where services have been provided and not paid for, a letter/text detailing how much is owed will be sent to the parent/carer requesting payment directly to the school within 7 days. The same process will be used if a cheque is not honoured by the bank. Prompt action will be taken to address any debt issues at an early stage to prevent arrears amassing.
- 7.7 Where a child continues to require this provision, the School must establish if the parent/carer is experiencing any hardship which affects their ability to pay. Under these circumstances the parent/carer should be invited to speak confidentially to the Headteacher.
- 7.8 The school retains the right to refuse to provide this service where payment or contact to discuss payment or remission has not been forthcoming.

## **8 Remissions**

- 8.1 Where the parents of a pupil are in receipt of job seekers allowance, income support or working tax credit, the Governing Body will offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the school curriculum.
- 8.2 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 to apply in confidence for the remission of charges in full or in part. Authorisation for such remissions will be made by the Headteacher in consultation with the Chair of Governors.

## **9 Monitoring and recovery of debts**

- 9.1 At each meeting of the Finance Committee the Headteacher will provide Governors with details of any outstanding debt and the current/profiled position with regard to the overall profit or loss of the provision. If the provision is running at a loss, the Governors then have to decide on the existence of the provision in school.

**9.2** All write-offs of outstanding debt must be approved by the Finance Committee following submission of details of the debt by the Headteacher together with actions taken and reasons for no further action being taken.

**Signed: L Warburton**

**Date: Wednesday 20<sup>th</sup> January 2016**