

Charging, Remissions and Refunds Policy

TUDOR PRIMARY SCHOOL

Autumn 2021

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Tudor Primary School

Charging, Remissions and Refunds Policy

Rationale: to ensure that:

- charges for school activities are fair.
- there are clear procedures for refunds.
- there are clear procedures for remission of funds.

Introduction

The Governing Body wish to align this policy with the LAs charging policy as stated in the Financial Handbook for Schools Part IV, Section 11, Appendix C.

The Governing Body recognises the valuable contribution that additional activities can make towards a child's social and academic education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for all children, and also as additional optional activities.

Charges

The Governing Body reserve the right to authorise a charge in the following circumstances for activities organised by the school. The school is able to use additional funding it has received (eg PPG funding) to support families with charges.

- Activities outside school hours

The full cost for each child for activities deemed to be optional extras taking place largely outside normal school hours.

- Optional activities in school time

The full cost for optional activities outside the National Curriculum.

Charging in kind

The Governing Body may charge for ingredients and materials or require them to be provided, if parents have indicated that they wish to keep the finished product.

Damage

The Governing Body may charge for the cost of repair or replacement of items wilfully damaged, or loaned and subsequently damaged or lost.

Voluntary Contributions

For other trips and activities, which form part of the children's curriculum, a voluntary contribution may be requested.

Parents may therefore be asked to contribute voluntarily towards:

- museum and theatre trips
- visits by "experts" who are extending the children's knowledge and experience.
- group instrumental tuition
- sporting/ active opportunities

Outings, trips and visits may only be sustainable if parents provide voluntary contributions. It may therefore be necessary to cancel any such outing, trip or visit if insufficient funds are forthcoming.

In this respect we rely on the support and understanding of the parents, who we hope value these activities and understand that they are organised for the good of the children.

Calculating Charges for Activities

The charge per pupil is calculated by dividing the total cost of the activity by the number of children taking part, rounded up to the nearest pound.

Remission

The Education Act 1988 requires that charges be remitted in relation to the cost of individual musical tuition in the case of children whose parents are in receipt of income support or family credit.

In the case of genuine hardship (not necessarily PPG related) the school is able to provide assistance. Parents are made aware of this and asked to contact can be made with the Headteacher.

Refunds

If there is a surplus on a residential school journey, a refund to the nearest full pound below the actual refund will be paid if this is more than £5.

On day trips, and activities (such as swimming) a similar refund will be paid if the amount is more than £1.

Children who are unable to attend activities or trips through illness will be given all available refunds ie those which have not had to be paid or committed in advance.

Responsibilities

The Governing Body's responsibility to ensure that income is collected promptly and in full, that it is properly recorded and that it is banked intact is delegated to the headteacher (see Schedule of Delegation), and these tasks are carried out by the Office Manager.

Communication to Parents

The school aims to inform parents/ carers of residential school journeys at least 6 months in advance, to provide the maximum time for saving. Savings cards can be issued.

Reminders about the cost of school dinners are put in newsletters as well school comms. Dinners should be paid for weekly, half-termly or termly in advance. They should not be paid in arrears.

Milk slips are sent out in the second half of the previous term.

Outstanding debts

The Office Team sends out a first reminder letter as soon as a debt is outstanding.

The Office Team sends out a second reminder letter, if the debt is still outstanding.

The Headteacher will then write formally to the parents requesting immediate payment, and making it clear what the next step will be.

Governors' Monitoring of bad debts

The Governing Body has the Authority to write off debts up to a value of £500. It delegates authority to the headteacher to write off debts up to the value of £50. Items over £500 must be referred to the Chief Financial Officer for approval.

Where the Governing Body write off debts this shall be formally recorded and the record kept for seven years.

Legal Action

Legal action may only be initiated by the County Secretary, who will inform school of the correct form of action. Parents will be informed of this step, when appropriate.

Dinner Money – Bad Debts

If the school cannot collect outstanding dinner money, the parents will be informed that a packed lunch from home must be provided for the child, and the school will then write to:

Herts Catering Ltd

Mundells

Welwyn Garden City

AL7 1FT

detailing the child's name, the parents' name and address, the amount owed and the period of the debt.

Herts Catering Ltd (HCL) will then write to the parent and to the school. If no payment is received within one month legal proceedings may be initiated by HCL.

Any unpaid debt will be charged back to the school after 6 months.

Autumn 2021

Review date: Autumn 2023