



**South Hill Primary School
Charging, Remissions
and Refunds
Policy**

May 2021

Introduction

Under the requirements of sections 449-462 of the Education Act 1996, the Governors of South Hill Primary School have determined their policy for charging and remission of fees.

The Governing Body recognises the valuable contribution that additional activities can make towards a child's social and academic education and 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. The policy shall be reviewed as and when deemed necessary.

Aims and Objectives

- Set out what the school will make a charge for or request a voluntary contribution towards, from parents/carers.
- Clarity how charges will be determined, so parents/carers understand why requests for payment are sometimes made for some activities.

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to wholly contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

These activities may include:

- Education provided during school hours (i.e. swimming lessons) including the supply of any materials, books, instruments or other equipment.
- Education provided outside school hours if it is part of the National Curriculum, part of the school's basic curriculum for religious education
- Group instrumental tuition that is required by the National Curriculum.
- Education provided on any trip if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip.

Chargeable Activities

The Governing Body reserves the right to authorise a charge in the following circumstances for activities organised by the school:

- The full cost for each child for activities deemed to be optional extras taking place largely outside normal school hours and outside the National Curriculum.
- Charge for ingredients and materials or require them to be provided where pupils take home a finished product.
- Charge for the cost of repair or replacement of items wilfully damaged, or loaned and subsequently damaged or lost.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by school.

- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers (subject to remission arrangements).

Additional Considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end, we will try to adhere to the following guidelines:

- Where possible, parents/carers will be informed about visits in advance to aid planning.
- For larger payments (such as Y6 residential) there is a system for parents to pay in instalments.

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.

Remissions

In the case of genuine hardship the school will provide assistance. Parents are made aware of this and are asked to contact the Co-Headteachers.

Milk – a charge is made for milk termly in advance. No refund is made for milk not taken.

Dinners – dinners are paid for weekly or in advance.

Trips/activities/journeys – once the school is committed to payment eg. Deposits, instalments, to a third party, no refunds will be possible.

Refunds

If there is a surplus of 5% (trips/activities) or £5.00 (residential school journey) or more of the contribution per head, a refund to the nearest full pound below should be offered as a refund. Where there is a surplus as listed above, the parents concerned will be contacted. Please note that there is no legal obligation for the school to refund surpluses where a voluntary contribution is requested. Where the surplus is less than £5.00 or 5% per head, this amount is retained in school funds as a contribution. Any refund will be given by BACS or cheque.

Responsibilities

The Governing Body's responsibility is 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 Co-Headteachers and these tasks are carried out by the Office Manager/Team.

Bad Debt

- The maximum settlement period for all payments to the school is 30 days. This will be included on all payment requests.
- Reminders will be sent out when the end of the 30-day settlement period is nearing; and followed up thereafter.
- At the end of the term in which the debt arose, the Co-Headteachers will review the debt and consider the reason for failure to pay. For debts of up to £100, the action

taken (e.g. withdrawal of further 'credit') will be at the discretion of the Co-Headteachers. Debts above £100 will be referred to the Full Governing Body.

- Any formal action for debt recovery will only take place with approval from the Governing Body following recommendation from the Head Teacher.

Dinner Money – Bad Debt

If the school cannot collect the 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 contact Herts Catering Ltd (HCL) detailing the child's name, the parents' name and address, the amount owed and the period of debt. HCL will 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.