

**Bugthorpe C.E. Primary School**

**&**

**Sutton upon Derwent C.E. Primary School**

Charging & Remissions Policy

**October 2018**

# Charging & Remissions Policy

## 1 Introduction

- 1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

## 2 Voluntary contributions

- 2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers 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 do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.
- 2.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
  - cookery club (cost of materials)
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to or by a theatre company;
  - residential visits
  - Musical events.

## 3 Music tuition

- 3.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 3.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons but children eligible for Pupil Premium funding may be exempt. We give parents and carers information about additional music tuition at the start of each academic year.
- 3.3 The level of fees will be set by the School and be reviewed annually. Fees should be paid within 2 weeks in line with the procedures for this services which is termly in advance. There will be no departure from this schedule unless an individual payment process has been negotiated between the Head Teacher with the involvement of the School Business Manager (SBM), and the parent/carer.
- 3.4 **See Payment Schedule Below**
- 3.5 If fees are persistently paid late or not at all the School reserves the right to immediately withdraw the place for the child or children concerned. The School does not have the financial capacity to behave otherwise with these extra curricular activities that are not part of core funding.
- 3.6 Parents/Carers are encouraged to seek an early meeting with the Head Teacher/SBM if they have any query on charging policy or if they are having difficulty making the payments schedule as noted above.

#### **4 Minibus/Coach Travel**

- 4.1 We normally charge if children are transported in the minibus to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip, and not to make a profit.

#### **5 Photocopying**

- 5.1 The school charges an appropriate sum for any use of the photocopier which is outside normal school usage. (5p per A4 black and white copy & 10p per colour copy)

#### **6 Extended School Service**

- 6.1 To ensure the continued high standards of care and financial sustainability of this extra curricular service, it is essential that parents/carers respect the following policy in respect to prompt payment of fees.
- 6.2 The level of fees will be set by the School and be reviewed annually. Fees should be paid within 2 weeks in line with the procedures for these services e.g. Monthly in arrears for this service There will be no departure from this schedule unless an individual payment plan has been negotiated between the Head Teacher with the involvement of the School Business Manager (SBM), and the parent/carer.
- 6.3 Cancellation of a session need to be made 24 hours in advance.
- 6.4 A pre booked session can be changed to another day within a week at no extra cost.
- 6.6 **See payment schedule below**
- 6.7 If fees are persistently paid late or not at all the School reserves the right to immediately withdraw the place for the child or children concerned. The School does not have the financial capacity to behave otherwise with these extra curricular activities that are not part of core funding.
- 6.8 Parents/Carers are encouraged to seek an early meeting with the Head Teacher/SBM if they have any query on charging policy or if they are having difficulty making the payments schedule as noted above.
- 6.9 The School will endeavour to give parents/carers at least 28 days notice of changes of fees. Any such changes will be publicised at the point of collection.

#### **7 Nursery Fees**

- 7.1 providing a high quality, safe and stimulating service for children in the Foundation Stage Unit is not cheap and so to ensure the continued high standards of care and financial sustainability of this service we feel it is essential that parents/carers respect the following policy respect to prompt payment of fees.
- 7.2 The level of fees will be set by the School and be reviewed annually. Fees should be paid within 2 weeks in line with the procedures for this services which is half termly in advance. There will be no departure from this schedule unless an individual payment plan has been negotiated between the Head Teacher with the involvement of the School Business Manager (SBM), and the parent/carer.

7.3 **See payment schedule below**

**Payment Schedule for all fees:**

- If fees are not paid as per each schedule above the parent/carer will be issued a reminder for payment to be received within the next 14 days.
- If no payment is received the Headteacher/SBM will send a final reminder for payment to be received within the next 7 days.
- If no payment is received or the parent/carer has not agreed a payment plan with the Head Teacher/SBM the unpaid invoice will incur a 10% increase and the ERYC Corporate Billing Service will be instructed to raise an invoice. This Service will take initial recovery action and will refer bad debts to the East Riding of Yorkshire Council's Credit Control Section.

**8 Monitoring and review**

- 8.1 This policy is monitored by the governing body, and will be reviewed every year or earlier if necessary.