



Hopping Hill Primary School Income and Charging Policy

Date Adopted: June 2015

Committee Resources- Business Management Committee

Committee Chair: Mr M Parker

Governing Body Chair: Mr G Daly

Head Teacher: Mrs S Phillips

Next Scheduled Review: March 2018 unless changes are required earlier (then three years after any alteration or review)

Charging Policy

Introduction

This charging policy has been compiled in line with DfES requirement and in accordance with s457 of the Education Act, 1996.

School Trips

Day trips. No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum (but also refer to Voluntary Contributions paragraph).

Residential trips – Essential. For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging (but also refer to Voluntary Contributions paragraph).

Residential trips – Non-essential. For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.

If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging (but also refer to Voluntary Contributions paragraph).

Before and after school care

Parents who use breakfast, after school clubs and OSCAR childcare do so in agreement with the current published charges. All payments are to be made through parent pay, When none payment is received pupils will not be able to access before and after child care facilities

Late pick up

Any child not collected by 3:30pm will attend OSCAR club whilst a parent/carer is contacted. Parents/ carers will be invoiced per half hour for the use of the facility

Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Text books are provided free of charge, but in some subjects, additional revision guides may be available, for which a charge is made.

Optional Extras

Music Tuition: The school levies charges in respect of individual music tuition and group music tuition provided by peripatetic tutors provided by the Music Service. Parents must agree to their child participating and be willing to meet any charge. The charge made will not exceed the cost to the school per pupil.

Physical Activities: For gymnastics and swimming achievements, charges to parents for the purchase of awards will not exceed the cost to the school.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the

cost has been recharged to the school. The charge to be the cost of replacement or repair.

Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or event for transport, contingency, insurance and entrance fees. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

Other Charges

The Headteacher, Resources Committee or Governing body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Remissions Policy

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income based Job Seekers Allowance
- Child Tax Credit only (with a family income of less than £16,190 as assessed by HM Revenue & Customs)
- National Asylum Seekers Support
- Guarantee Element of State Pension Credit
- Employments and Support Allowance - Income Related only

The Headteacher, or Chair of the Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, or Chair of the Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Charges and use of the premises are not the responsibility of the School but are administered by the holder of the PFI contract

Income Policy

1. ANNUAL REVIEW OF CHARGES

All charges levied, in accordance with the charging policy, including deposits, will be subject to annual review by the Governing Body in the month of January.

2. ADMINISTRATION OF INCOME

Invoicing procedures

Invoices will be administered in accordance with the Financial Regulations relating to Accounts Receivable in the NCC Financial Management Handbook.

Invoices will be prepared by or monitored by the Business Manager

Invoices will be raised on a monthly basis.

Invoices to the Breakfast Club and After School Club provider will be invoiced weekly through Parent Pay.

Payments in advance will be administered in accordance with the Financial Regulations relating to Accounts Receivable in the LMS Financial Management Handbook.

Income Processing Procedures

All payments must be made by Parent Pay, the school office will issue log in details. A bar coded letter to pay at Pay Point centres will be issued to those with put internet access. The Business Manager will

reconcile each Parent Pay statement to the schools accounts within one week of receipt. All income received will be passed to the Business Manager who will keep a record of income received.

The receipt of income in respect of debtor invoices and non-invoice income will be recorded promptly on the school's local accounting system by the Business Manager. VAT will be accounted for in accordance with the guidance given in the VAT section of the LMS Financial Management Handbook.

Income will be held in a locked safe pending banking. The code to the safe will be held by senior Leaders and office staff as agreed with Headteacher.

Income will be banked promptly and intact.

A monthly reconciliation will be performed by the Business Manager to ensure that all income banked appears on the bank statement.

The Business Manager will report on the financial situation to the Headteacher monthly and to the Business Management Committee termly.

Private Fund Income (School Fund Account)

Income received for the School Fund Account will be processed in accordance with the LMS Financial Management Handbook.

Income for School Trips/Activities: Now falls under the school's main Lloyds bank account. A financial statement of the estimated receipts and payments should be prepared by the member of staff organising the activity, along with the Business Manager, for approval by the Headteacher.

After the activity has taken place, the actual receipts and payments should be entered on the statement. This should then be checked to the financial records and certified as a correct record, by the Headteacher or other independent member of staff.

Should the income exceed the cost of the activity by £5 per pupil, this will be reimbursed to the parent/carer.

Should the income exceed the cost of the activity by less than £5 per pupil, this will be retained and form part of a 'Hardship Fund'. However, every endeavour must be made not to over inflate costings.

The Hardship Fund will be used for parents/carers who are unable to pay voluntary contributions toward the cost of school trips or activities.

3. CREDIT CONTROL

The credit terms for debtors' invoices are 15 days.

A statement and reminder letter will be sent to debtors who have not paid their invoices on the due date by the Business Manager.

If the debt remains unpaid a further reminder letter will be sent 14 days from the date of the first reminder letter by the Business Manager. In addition, where possible, the debtor will be contacted by telephone.

At this stage the Headteacher may refuse the debtor any further access to the school facilities until the debt is paid.

If the debt remains unpaid for a further 14 days a third letter will be sent informing the debtor that the debt will be referred to the school's legal representative.

If the debt remains unpaid and is for an amount greater than £50 *increase to £100 or £250* it will be referred

to the school's legal representatives (in the case of schools using NCC Legal Services, debts in excess of £50 may be referred).

If the debt remains unpaid and is for less than £50, it will be referred to the Governing Body by the Headteacher.

On a monthly basis a report will be presented to the Headteacher detailing outstanding debts by age and value.

4. WRITE OFF DEBT

Writing off a debt will only be considered when the credit control procedures have been exhausted.

Before closure of the financial year a list of debtors proposed for write off will be prepared by the Business Manager and will be submitted to the Governing Body for consideration. The submitted list will be supported by details of the

debt.

The decision of the Governing Body will be clearly documented in the minutes of the relevant meeting.

After the Governing Body has approved a debt write off, this will be recorded on the school's accounting system by the Business Manager. Such write-offs will be cross referenced to the relevant Governing Body minutes.

5. CANCELLATION OF DEBT

In instances where invoices have been incorrectly raised, a list of invoices will be presented to the Headteacher/Governors' Business Management Committee with an explanation of why the invoice is required to be cancelled. The responsible member of staff will mark 'cancelled' across the invoice, and sign the invoice and all relevant documents which will be retained for audit purposes.