



Cheam Park Farm Infants School

Charging and Remissions Policy



This policy has been drawn up to conform to the charging arrangements for schools as set out in the Education Act 1996.

The Governing Body recognises that the Act prohibits charges for school activities that take place within school hours and/or are part of the school curriculum. This Policy reinforces that principle, whilst setting out those school activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

Educational activities taking place during school hours

'School Hours' are defined as those during which the school is in session, but excluding the midday break.

Education provided during school hours will be free of charge.

No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the curriculum.

Voluntary contributions may be requested to enable the School to run extra activities (including trips and visits) which are deemed educationally desirable. The School will make it clear in its communications to parents that these contributions are voluntary, and that no pupil will be treated differently according to whether or not his or her parent/carer has contributed. If insufficient funds are received to cover the cost of the activity, it may be cancelled.

Where a non-school or LA organisation arranges an activity to take place during school hours and parents/carers give their consent to their son or daughter taking part in the activity, such an organisation may make a charge. The Governing Body on some occasions may recommend a limit on the amount parents are charged for school trips.

Educational activities taking place outside school hours

For all activities outside school hours the charge will be set to cover the cost of such items as:

- Transport/travel costs
- Board and Lodging
- Entrance fees
- Insurance Costs
- Any materials required for the activity
- Incidental expenses
- Costs incurred as a result of teaching and non-teaching staff supervising the activity
- Accidental building costs

The charge should not subsidise any other pupil participating. Any remission of charges for individual students should be met from the School Fund. If insufficient funds are received to cover the cost of the activity, it may be cancelled.

Breakfast Club

- Breakfast Club fees are agreed annually by the Children, Families and Community Committee.
- The Breakfast club fees are to be paid half-termly in advance.
- Parents will receive an invoice showing the amount required.

- Payments are made via Parentpay and invoices will have details of who to contact if parents/carers would like to discuss any payment queries.
- Refunds will not be made if a child does not attend on the agreed days.
- In the case of a request for an extended period of leave a retaining fee will be charged to keep the child's place open. Parents will be charged fees for the first two weeks and 50% thereafter.
- The school must be given four weeks' notice in writing if a place is no longer required. On receipt of the notice a final invoice will be prepared.
- In the event of non-payment of breakfast club fees owed, the school will try to agree a payment plan with the parent/carer. Non-payment of fees may result in the child not being allowed to attend the Breakfast Club.
- Cheam Park Farm Infants School will act in accordance with the Academy's Finance Policy.

School Meals

Until the 1st September 2014, charges will be made for school meals (unless a pupil is entitled to free school meals in which case it is the policy of the school to ensure that parents and carers are given advice on how to apply for free meals). School meal accounts should be settled on a weekly basis. If an account is in arrears for more than the cost of one week's dinners the parents/carers will be asked to bring a packed lunch until the account is clear.

Uniform

School Uniform is sold by School Wear Inc. The uniform is sold in the school playground on alternative Mondays. School Wear Inc gives the school 10% commission on all school uniform sold. Uniform order forms are available from the office and orders can either be phoned or fax to School Wear Inc, who offer free a pick-up and delivery service. Parents can also purchase school uniform from the website Your School Uniform. Website address: <http://www.yourschooluniform.com/schools/CheamParkFarmInfantSM39UU/>. This supplier also gives the school 10% commission on all uniform sold.

Photographs

Individual and class photographs taken by the school's appointed photographer or by the school are offered for sale from time to time.

Loss of or Damage to School Property

Loss of, damage to or breakage of school property e.g. books, windows, furniture, scientific equipment etc. will be charged for if caused by carelessness, negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Similarly a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the school.

Other Charges

The School may levy a charge for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted Report.

Voluntary Contributions to the School Fund

Parents/carers may be invited to make a financial contribution to the School Fund. Implementation of this will be subject to Governing Body approval.

The School Fund will be used to acquire educational resources and fixed assets or provide services which would otherwise be unaffordable from the School's mainstream budget. It may be used to support a pupil participating in an activity outside school hours where that student's parent/carer is not in a position to make the requested contribution.

It will be made clear in all correspondence to parents/carers inviting contributions to School Fund that such contributions are wholly voluntary.

Remission of Charges

Any charge may be remitted in whole or in part in response to a request by the parent/carer in writing to the Headteacher.

Bad debts

Where ever possible income due will be collected before or at the time the relevant sale or service is provided. All debts will be recorded and non-payment will be followed up by issuing reminders as follows:

- 1 week from date of account - 1st reminder
- 3 weeks from date of accounts - 2nd reminder
- 6-8 weeks from date of account - final reminder

The final reminder is sent by recorded delivery and threatens legal action if the account is not settled within 14 days. After this period where a debt is still outstanding, legal action will be considered and the debtor will be informed of this in writing. The writing off of debts at Cheam Park Farm Infants School will be in accordance with the Academy's Finance Policy.

Monitoring and review

This policy is monitored by the governing body and will be reviewed in three years, or earlier, if necessary.

Adopted by staff and governors

Resources Committee

Signed.....

Date.....

Date of next review: Spring 2017