



HARVEY ROAD PRIMARY SCHOOL

Charging and Bad Debts Policy

The School will provide pupils with the materials and equipment necessary for a good education, **free of charge**. It is, however, recognised that certain activities or resources, which broaden and enrich the Curriculum, cannot be provided from general funding and that parental provision or voluntary financial contributions can be requested.

Where voluntary financial contributions are requested the amount is calculated to cover the proportion of total cost deemed to fall outside the School's budget provision. A pupil **will not be denied participation** in an event for the lack of voluntary contribution, although the School reserves the right to cancel any activity if insufficient voluntary contributions are received.

1. ISSUED FREE OF CHARGE

Pens, pencils and exercise books, but replacements due to loss or damage will have to be paid for. This includes lost or damaged library books to the estimated value of the book.

2. ITEMS NOT ISSUED

At certain stages it is suggested that pupils provide their own coloured pencils, fountain pens and calculators. Parents are expected to provide special clothing for P.E including T shirts, shorts, football boots, plimsolls, swimming costumes etc.

3. FEES AND CHARGES

- Music fees and music books are paid for by parents connected with instrumental lessons. Music fees are paid termly in advance and parents are required to give half a term's notice if a child wishes to stop. In the event that less notice is given the school will endeavour to fill the space with another pupil but if this is not possible parents will be asked to meet any costs incurred and any fees already paid will be forfeited. Parents are required to hire or purchase instruments for these lessons.
- Milk money is paid termly. If 3 days' notice of cancellation is given HCC will refund the balance of money remaining.
- Parents will not be charged if a child is absent from school, or where prior notice has been given that the child will be absent during lunchtime. (Prior notice will be before 10am of the morning the child is absent) If a child is sick before 10am then there will be no charge for that day's meal.
- Dinner money refunds are dealt with by Caterlink Ltd (our school meals provider)
- Charges may be made for items of school property including reading books to the estimated value, broken rulers or other similar objects. This may be requested at the discretion of the Headteacher

4. VOLUNTARY CONTRIBUTIONS

The cost of school residential journeys, day outings, visits, swimming lessons at public baths and materials needed for practical subjects are donated on a voluntary basis. However, it is within the schools authority to cancel the above events should the contributions made by the parents not cover the cost.

5. SCHOOL CLUBS

During lunchtimes and after school, teachers run optional clubs for children. There is no charge for tuition although at times, parents will be requested to contribute towards occasional costs such as travelling expenses and materials. The school premises are also used by visiting teachers who run private clubs and therefore charge for tuition costs.

The Early Birds and Shining Stars Clubs have their own separate terms and conditions regarding charging and payment which have been approved by the Governing Body.

Support available in case of financial difficulty

For children whose parents are in receipt of free school meals:

- the school will normally cover the cost of non-residential school trips/visits although this cannot be guaranteed;
- the County Council may provide assistance with the cost of music tuition and the school will provide support in applying for this;
- the County Council may provide assistance with the cost of residential school journeys under certain circumstances and the school will provide support in applying for this*.

***The County Council's Remission Policy**

The charge for the board and lodging cost of a residential visit will be remitted in the case of pupils whose parents are in receipt of income support or family credit if the education provided on that visit must otherwise be provided free i.e the activity takes place wholly or mainly in school hours and/or is provided as part of the syllabus for a prescribed public examination or is required in order to fulfil statutory duties relating to the National Curriculum.

The Authority operates a remission policy in relation to individual tuition in the playing of a musical instrument.

BAD DEBTS

First reminder letter. The school will send a formal reminder letter 2 weeks after the income was due. The school will retain a copy of the letter.

Second reminder letter. The school will send a second reminder letter a week after the initial reminder. The school will retain a copy of the letter. Further action can be considered by the Headteacher and Chair of the Finance Committee and the decision will be recorded.

Bad Debts

The Headteacher has the authority from the Governing Body to write off bad debts at his/her discretion up to a cumulative value of £100 over any one financial year per family. If this figure is reached, it must then be referred to the Finance Committee for approval.

If music fees have not been paid by the end of the term, all debts will be sent to the legal team at County Hall, Hertfordshire.

Dinner Money Bad Debts

Dinner money is collected by Caterlink Ltd. (our school meals provider) and they have their own policy on bad debts. Harvey Road School will follow up any bad debts on behalf of Caterlink.

Approved by Governing Body: October 2015

Date for next review: October 2019