

Standens Barn Primary School

Charging and Income Policy



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INTRODUCTION

This charging policy has been compiled in line with DfES requirements 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 the section *Activities Outside School Hours*).

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. 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.

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.

Residential trips – Non-Essential

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

- (a) 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.
- (b) 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.

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. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

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, or such lower cost as the Headteacher may decide.

Lettings

Amey organises and arranges lettings. The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee. For users connected to the school, eg H.S.A., the charge will be based on the site staff overtime costs.

The school reserves the right to refuse a letting if not in tune with the aims and ethics of the school

Other Charges

The Headteacher, Finance 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

If the parent/guardian of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £13,230), charges in respect of board and lodging will be remitted in full.

Disclaimer

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

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 the *Office Manager/Bursar*.

Invoices to parents for music tuition will be raised once a term.

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 income received will be passed to the *Office Manager/Bursar* who will keep a record of income received.

A receipt will be raised for all income received and reconciled on the FMS6 system.

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 *Office Manager/Bursar*.

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 securely and will be banked promptly and intact.

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

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:

All income for school trips falls under the school's main Barclays bank account.

However, where a school activity is run through the School Fund Account a financial statement of the estimated receipts and payments should be prepared by the member of staff organising the activity, along with the Office Manager/Bursar, 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.

3. CREDIT CONTROL

The credit terms for debtors' invoices are 30 days.

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

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

At this stage the Headteacher will refuse the debtor any further access to the school facilities until the debt is paid. At the point at which a long standing debt is paid, the Headteacher will decide if the debtor is to be permitted to make further use of the school facilities.

If the debt remains unpaid for a further 14 days a 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 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 Office Manager/Bursar 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 Office Manager/Bursar. 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' Finance & Personnel 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.