

Clipston Endowed VC Primary School  
and  
Great Creaton Primary School  
Income, Charging and Remissions Policy



Income, Charging and Remissions Policy

Considered and approved by the Governing Body on 21<sup>st</sup> February, 2017

To be reviewed – spring 2018

Signed .....  
Chair of Resources

## **AIMS OF CLIPSTON SCHOOL**

Clipston Endowed VC Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence, a deep sense of self-worth, and an understanding and deeper appreciation of our Christian heritage. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual development and the ability to grow and flourish as human beings.
- c) Support children in building relationships which reflect Christian values.
- d) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- e) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- f) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- g) Ensure equal opportunities for all.
- h) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- i) Develop a sense of pride in belonging to Clipston Endowed VC Primary School.

## **AIMS OF GREAT CREATON SCHOOL**

Great Creaton Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence and a deep sense of self-worth. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual, moral, social and cultural development to support the ability to grow and flourish as human beings.
- c) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- d) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- e) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- f) Ensure equal opportunities for all.
- g) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- h) Develop a sense of pride in belonging to Great Creaton Primary School.

To achieve these aims staff and governors will work in partnership with parents, carers and the local community for the benefit of all our pupils.

## **Introduction**

The Income, charging and remissions Policy adopted by the Federated Governing Body outlines procedures for the administration of income, ensures that statutory requirements are met and is intended to reflect the general principles of the Education Act which identifies activities for which:

- 1) Charges will not be made
- 2) Charges will be made
- 3) Charges may be waived

## **Administration of Income**

### **Invoicing Procedures:**

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

Invoices will be prepared by the Bursar, Administrator or Administrative Assistant.

Invoices will be raised on a monthly basis, or termly, where appropriate.

Block bookings – Invoices will be raised at quarterly intervals – in advance.

### **Income Processing Procedures:**

All cash/cheque income received will be passed to the Administrator or Administrative Assistant who will keep a record of income received. Pupil income will come via the teacher or classroom assistant who will make a record in the class book, which is receipted by the Administrator or Administrative Assistant.

Clipston School has signed up with Parentmail for their +Pay facility to enable parents to pay on line for some services, with receipts being paid direct into the school's bank accounts. It is proposed to introduce this on a phased basis. The receipt of all income in this way will be administered by the Administrator and overseen by the Bursar. All receipts will be recorded on the school budget FMS system or the private school fund spreadsheet as appropriate.

The receipt of income in respect of debtors' invoices and non-invoice income will be recorded promptly on the school's local accounting system.

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/cabinet pending banking. Access to the safe/cabinet will be limited to the EHT, Bursar, Administrator and Administrative Assistant.

Income will be banked promptly and intact by the Administrator or Administrative Assistant. The Bursar will countersign the paying-in book counterfoils against the daily income sheets.

A monthly reconciliation will be performed by the Bursar (and signed by the EHT) to ensure that all income banked appears on the bank statement.

The Headteacher will undertake an audit trail of random entries on a monthly basis.

## **Credit Control**

The credit terms for debtors' invoices are 30 days.

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

If the debt remains unpaid a further reminder letter will be sent 14 days from the date of the first reminder (statement) by the Headteacher. In addition where possible the debtor will be contacted by telephone.

The Headteacher may consult with the Governing Body on whether to 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, in consultation with the Governing Body, 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 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 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 above, it will be referred to the Governing Body by the Headteacher.

### **Write Off of Debt**

Write off of debt will only be considered when the credit control procedures have been exhausted.

Before closure of the financial year a list of debts proposed for write off will be prepared by the 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 Bursar. Such write-offs will be cross referenced to the relevant Governing Body minutes.

### **Cancellation of Debt**

In instances where invoices have been incorrectly raised, the invoices will be presented to the Headteacher 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 supporting documents which will be retained for audit purposes.

### **Annual Review of Charges**

All charges levied, in accordance with the list attached as Appendix 1, including deposits will be subject to annual review by the Governing Body in the month of January for the next financial year.

### **Voluntary Contributions**

Our schools will seek voluntary contributions for any activity in order to benefit the schools or support an activity whether during or outside our schools hours, residential or non-residential and including inviting parents to pay for materials or ingredients where they wish to own the finished product. However all requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such

contributions will be treated no differently from those who have. Such contributions will be genuinely voluntary.

There is no limit to the level of voluntary contributions which parents or others can make to school activities, nor is there any restriction placed on the use which can be made of such contributions, provided they are used for the purpose specified in the request for them. They could, for example, be used to subsidise pupils from low-income families, or the cost of travel for accompanying teachers.

The Law says that:

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because the parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

### **Education provided within school hours**

Education provided by our schools for its registered pupils is free of charge if it takes place wholly or mainly during our schools hours, our schools hours being those hours when the school is actually in session and not including the break in the middle of the day. This means that neither the pupil nor his or her parents or carers may be required to pay for, or to supply, any materials, books, instruments or other equipment for use in connection with education provided during our schools hours.

### **Education provided out of school hours**

Where education is provided out of our schools hours, charging is permitted, except where the education is provided:

a) to fulfil any requirements specified in the syllabus for a prescribed public examination

or

b) specifically to fulfil statutory duties relating to the National Curriculum

or

c) to fulfil duties relating to Religious Education.

In these cases the only charge that may be made is for board and lodging or for residential trips.

### **Music tuition**

The main exception to the principle of free education, is that a charge may be made in respect of tuition in playing any musical instrument, even if such tuition takes place during our schools hours. Parental agreement must be obtained before a pupil is given that tuition.

### **Activities run by a third party**

An organisation other than the Governing Body is permitted to levy a charge directly on parents for activities organised in school hours by a non-school organization, e.g. peripatetic music lessons or sports clubs.

### **Charging policy**

If a charge is made for each pupil it should not exceed the actual cost. If further funds are needed for additional costs e.g. to help hardship cases this must be by voluntary contributions or general fund raising.

### **Board and Lodging on Residential Visits**

Board & lodging on residential visits may be charged for whether or not the visit takes place within school time and whether or not the activity is provided to fulfil the requirements of:

the syllabus of a prescribed public examination

or

of the National Curriculum

or

to fulfil statutory duties relating to Religious Education.

Charges for board and lodging must not exceed the actual cost to the pupil. They must not, for example, include any element representing a share of the costs of staff accompanying the visit. (*This may, however, be covered by voluntary contributions.*)

Governors will, as a statutory minimum, remit any charges for board and lodging in the case of pupils whose parents are in receipt of Pupil Premium Free School Meals etc. where the activity is deemed to take place in school hours. Governors may consider whether to remit charges in other circumstances.

### **Our school Meals**

Parents will be charged for school meals as per the procedures given by the external catering company, Kingswood, with the exception of those children receiving Free schools Meals.

### **'Optional extra' Activities**

'Optional extra' activities are those which take place wholly or mainly outside school hours (including lunch time), but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the national curriculum or to Religious Education.

Participation will be on the basis of parental choice and a willingness to meet such charges as are made. Any charge made in respect of individual pupils may include an appropriate element for the following: a pupil's travel costs; a pupil's board and lodging; materials, books, instruments and other equipment; non-teaching staff costs; entrance fees to museums, theatres etc; insurance costs.

It should be noted that any charge for an 'optional extra' activity, as distinct from a request for a voluntary contribution, should not exceed the actual cost of providing that activity, divided equally by the number of pupils willing to participate. It may not, therefore, include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

The costs of teaching staff involved in optional extra activities may only be passed on through charges if:

they are engaged specifically by the school for the purpose of providing the activity

they are employed by the school to provide instrumental music tuition

or

□they are teachers already employed by the school, who have been engaged on a separate contract for services to provide the optional extra.

### **Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as craft or food technology, must be budgeted for and borne by the school. Parents who are willing to contribute in cash or kind can however be encouraged to do so on a voluntary basis – e.g. Curriculum enrichment activities.

Pupils are not treated differently according to whether or not materials are being provided by their parents. It should be recognised that much of the practical work in craft or food technology is of an investigative nature and will not necessarily result in a "finished product" - however this is an essential part of the learning process.

### **Breakages and Fines**

There is nothing to prevent schools from asking parents to pay for the cost of replacing a broken window or defaced, damaged or lost textbook where this is the result of a pupil's behaviour. Parents cannot, however, be taken to court for this money.

## APPENDIX 1

### Scale of Charges

		£	Per
<p><b>Clipston Primary School:</b> Rent - inclusive of repairs / heat &amp; light / water</p>	Stepping Stones Pre-School	£1,650	From 01/09/2015 If GB wish to increase further then 12 months' notice should be given from previous September
<p><b>Great Creaton Primary School:</b> Rent - inclusive of repairs / heat &amp; light / water</p>	Ducklings Pre-School	£2,000	w/e from 01/09/15
<p><b>Clipston Primary School:</b> Photocopying – school paper</p>	School Association Stepping Stones Pre-School	0.05 0.20	Black Copy Colour Copy
<p><b>Clipston &amp; Great Creaton:</b> Photocopying – school paper</p>	All other users	0.10 0.25	Black Copy Colour Copy
<p><b>Clipston &amp; Great Creaton:</b> Lettings</p>	Any room + Toilets + Kitchen – First 2 hours Additional Room Additional 2 Rooms Additional 2 hours  Playground only - first 2 hours	£40 £10 £15 Each additional 2 hours 50% of above  £10	Booking



## **APPENDIX 2**

### **Financial Support Policy**

#### **Introduction**

We recognise that education places financial demands on parents and there are some occasions when parents/carers will find it hard to meet these demands. Although funds are very limited our schools would like to support parents/families where possible. Governors realise that it is hard for parents/carers to ask for financial support but due to very limited funds the schools will have to apply certain criteria in deciding whether or not support can be given.

#### **Criteria**

Consideration will be given to pupils whose parents/carers are:

- Eligible for Pupil Premium Free Schools Meals
- In receipt of benefits associated with Disability
- Experiencing temporary situations which are causing difficulty, for example caused by recent job loss, financial hardship, bereavement or other serious and unforeseen circumstances

#### **Qualifying Resources**

Application for financial support will be considered for:

- Obligatory items of our schools uniform
- Costs of educational visits that are integral to the curriculum

#### **Making an Application**

Applications are usually made verbally in discussion with the Head or Bursar. If necessary, evidence should be provided to support the eligibility criteria. A payment plan may be drawn up so that the parent can make a contribution as far as they feel able.

#### **Approval & Notification**

Applications will be considered by the Head and the parent/carer will be notified.