



Brockhurst Primary School Charging and Remissions Policy

Name of Unit/Premises/Centre/School	Brockhurst Primary School
Date of Policy Issue/Review	November 2019, to be reviewed September 2020
Name of Responsible Manager/Headteacher	Mrs Claire Wilson
Signature of Responsible Manager/Headteacher	<i>C. Wilson</i>

The Governing body of Brockhurst Primary School recognise the valuable contribution to pupils' learning made by a wide range of activities and experiences.

No charge is made for the day-to-day education of the children or for any materials, books or equipment used by the children in school.

Voluntary Contributions

The schools will however, ask for voluntary contributions from parents to help offset cost of school activities such as outings. No child whose parents do not make a voluntary contribution will be treated differently or excluded from an activity. However, at the discretion of the Headteacher, an activity may be cancelled if there are insufficient voluntary contributions to make the activity possible. Pupil premium funding may be used, at the discretion of the Headteacher, in order to support a trip to enable it to continue. In the event of non-attendance, refunds will be at the discretion of the Headteacher.

Residential visits

For residential visits, which are an optional extra, the school is unable to subsidise the cost of the visit for all pupils. However, the school receives additional funding in respect of pupils who have been in receipt of free school meals at any time in the last six years, pupils of service families and children in care and some of this funding may be used to provide a discount for eligible children.

For those who do not participate, alternative activities will be arranged.

The initial payment will be a non-refundable deposit of up to 25% of the total cost, with further instalments by specified dates. Parents will be asked to contact the school if they are experiencing problems meeting the payment schedule and each case will be considered individually. In the event of non-attendance, refunds will be at the discretion of the Headteacher, except for the initial deposit which will be non-refundable. No refunds will be offered for behavioural issues which result in a child being collected from a residential activity.

Music Tuition

A charge will be made for extra-curricular music tuition, payable at the beginning of each term. Non-payment by half term will result in the suspension of lessons. Charges will be reviewed by the full governing body regularly and details of current charges will be available from the school office.

Damage/loss of property

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

Debt recovery

Brockhurst Primary school is committed to taking all reasonable measures to collect debts as part of its management of public funds.

All income is banked using HCC systems which aid the identification of outstanding debts. Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first overdue reminder. If a debtor asks for repayment terms, these may be negotiated at the discretion of the Headteacher. Where the school incurs additional costs in recovering a debt, recovery of such costs may be sought from the debtor.

If all reasonable measures to recover a debt have failed, the Governors of the Finance and Personnel Committee may agree to write off the debt, subject to HCC recommended limits.

Dinner money

Dinner money should be paid in advance. Initially, when money is owed, a reminder that monies are outstanding will be made by text. When the amount owing per child reaches four dinners, parents will be asked to provide a packed lunch until the debt is cleared.

The Headteacher may also write to the parents if necessary. Further action is at the discretion of the Headteacher.

If all attempts to recover the debt have failed before the child leaves the school, the Headteacher may, at her discretion, write off the debt. This will only happen in exceptional circumstances.