

The Raglan Schools Policy



Charging, Remission and Debt Policy

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Charging & Remission Policy

Introduction

The Headteacher and the Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Headteacher and the Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities. This policy conforms to the requirements of the guidance detailed in 'The Governors Handbook' – January 2015 and the DfE 'Charging for School Activities' – October 2014.

In accordance with these guidelines The Raglan Schools:

- Will make school activities accessible to all pupils regardless of family income.
- Provide a process, which allows activities to take place at a minimum cost to parents, pupils and the school.
- Respond to the wide variations in family income while not adding additional burdens to the school budget.
- Refund all financial contributions should the trip / activity be cancelled.
- Ensure that charges to the parents will not exceed cost.

Educational Visits / Activities

The school may charge for some School-Time activities by inviting parents and others, in writing, to make voluntary contributions to enable School funds to go further. Children of parents who do not contribute will not be treated differently from those who do make contributions and will not be prevented from taking part in the visit or activity. If there is a major shortfall in contributions it will be at the discretion of the Headteacher whether or not the trip/activity will take place.

Some pupils have their fees covered by Pupil Premium Funding, these include:

- Pupils who are in receipt of Free School Meals (**NOT** Universal Free School Meals);
- Pupils who have been in receipt of FSM in the last 6 years;
- Pupils who are Looked After by the Local Authority;
- Pupils who are Adopted or under a Special Guardianship.

Swimming

The cost of swimming lessons is met fully by the school. The school asks for a voluntary contribution of £15.00 per year towards the cost of travel to and from the swimming pool.

Clubs

Outside organisations will charge for the clubs & activities they run after school. The school charges £25.00 per term for the clubs that are school led, with the exception of curriculum-based clubs (PE, Music & Booster Clubs). This amount is to go towards the cost of staffing and resources. Those parents that are entitled to the Pupil Premium are entitled to one free club per term. Please refer back to page 1 for pupil premium criteria. If a parent fails to make payment for clubs in a timely manner further clubs may not be offered to those pupils.

Wrap Around Care

The Raglan Schools now offers a wrap around care services for all pupils in the school. The school will run this. This includes a breakfast club and after school homework club. We are offering a breakfast club, short after school provision, extended after school provision and a combination of both. The cost of these services will be as follows:

Fees	Times	Daily	Weekly
Breakfast Club	7.30-8.40	£2.50	£12.50
After School Short	3.10-4.30	£5.00	£25.00
After School Extended	3.10-6.00	£9.00	£45.00
Wrap Around 1	7.30-4.30	£7	£35
Wrap Around 2	7.30-6.00	£11	£55

Pupils that are entitled to the Pupil Premium can be supported with the cost of breakfast provision, in full by the pupil premium. Further policies and procedures on the wrap around care will be available in the parent handbook and on our website.

Nursery

The Raglan Schools currently offer the 30 hours provision for nursery. Any additional hours in excess of the 15 universal hours will be at a charge of £5.00 per hour. If the parents/carers qualify for the 30 hours funding the school will apply for this. Eligibility codes and NI numbers will be provided to the school one week before the end of the current term for funding for the following term. Any parents who do not provide this information any additional hours which exceed the 15 will be payable by the parent.

Fees for Nursery will be payable at the start of every term and will be calculated on one whole term. Any late fees will incur a charge of £10.00 per week unless an arrangement has been made between the parent and the school. Further information on this can be found on the terms and conditions of the Nursery provision.

Childcare Vouchers

Childcare vouchers can be used to pay for The Raglan Wrap Club and Nursery provisions. Any amount that is outstanding of the vouchers will be payable by the parent.

Dinner Fees

All dinner fees will be paid in a timely manner, if not in advance of the half term. Dinner fees will be pursued as per debt policy below. Any pupil who remains in debt will have the service suspended until the debt is cleared. School dinner fees can be increased every financial year as per the analysis of the cost per meal. The Head Teacher will set this. The increase will be no more than 5% per year.

Music Tuition

Parents may take up the option of their children being taught on the school premises by the Enfield Music Service. The full cost of the lessons must be paid for by the parents to the London Borough of Enfield either directly to the Music Office or via the school office. Some pupils may be entitled to free tuition, please see page one for pupil premium criteria. If your child does qualify for pupil premium they will be expected to pay for the hire of the instrument.

The Hub

The Hub is a community facility. The Hub's aim is to promote a community facility for all of the community hosting classes for adults and under 3's. Items hosted in The Hub can be chargeable if the school are charged a fee by the provider. Users of the event are expected to pay in advance to the main office or via parent pay, if they are a parent of the school. Fees range from £5-15 per session. Donations will be accepted for the free sessions run by the school.

Equipment

Depending on the circumstances, the school will ask for payment for lost or damaged books, or wilful damage to school property.

Holiday Clubs

The school will provide a holiday club facility for children. This will be run by an external organisation. All fees to the provider are payable in advance. Charges for these holiday clubs are a matter between the provider and the parent. The school may intervene if the provider is not able to get in contact with the parent. The provider may withhold the right to attend the holiday club if outstanding debt has not been paid, this will be highlighted in the terms and conditions. All terms and conditions of the service will be available from the provider.

Debt Policy

The Governing Body has a responsibility for ensuring that appropriate procedures are in operation to enable the School to receive all income to which it is entitled.

A debt recovery policy has been developed to support the School's Financial Regulations and is stated below.

Policy Statement on Debt Recovery

1. **The School will actively pursue the collection of monies owed to it.**
 - If the student is not an adult, the parents of the student are jointly and severally liable for the charge
2. **The Finance Manager / School Business Manager is required to ensure that:**
 - All invoices outstanding are accurately recorded and maintained
 - There is documentary evidence of all steps undertaken by the school to recover the debt. This includes recording the dates that invoices and statements were distributed, and / or phone calls and letters that have been sent to debtors.
 - For all outstanding debt, a final statement (stamped final notice) is issued to all persons liable for the charge. This statement must state “further action will be taken if this account remains outstanding after a period of no less than 10 days”.
3. **The Governing Body must:**
 - Consider the arrangements for debt recovery
 - Approve the school undertaking legal action
 - The approval to pursue the debt must be minuted in the Governing Body minutes.
 - Ensure the anonymity of the families involved is preserved at all times
4. **Pursuance of Debt:**
 - The costs incurred in pursuing the outstanding debt cannot be passed onto the debtor
 - The debtor must be given appropriate notification and time to pay the outstanding charge.
 - The debtor must receive as a minimum a final statement, which states that this is a final notice and that further action will be taken.
5. **Waiving of Debt:**
 - The Headteacher can waive or reduce the debt, where it is believed the debtor is experiencing financial hardship. The Head Teacher has a designated limit set within the scheme of delegation. Amounts above the Head Teacher limit will be referred to the governing body.
 - The waiving or reduction of the charge is to be dealt with confidentiality between the debtor and the Headteacher.
 - A recommendation to write off a debt can be made when all reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action or where it is shown that the debtor is experiencing financial hardship.
6. **School Meals / Wrap Around Care (Via ParentPay):**
 - School Meals / Wrap around care should be paid in advance of being taken.
 - This is explained verbally at the pre admission meeting and in a letter sent within the first week of admission.

- The Admin Officer will monitor school meals / Wrap around care weekly and if payment falls overdue to the equivalent of two weeks of school meals / Wrap around care the Admin Officer will send a letter (Appendix A/B) via email.
- If no money has been received the Admin Officer will telephone the parent.
- If no money is received and the debt has reached the equivalent of one month of school meals / Wrap around care the Admin Officer sends a letter (Appendix C) to advise the parent that they will need to give their child a packed lunch from the next day until the debt is cleared (letter to be sent via email and post). With regards to Wrap around care, the letter will state that the child will no longer be able to attend from the next day.
- No debt must accrue above one month. If a family still fails to pay, the matter will be referred to the Headteacher / School Business Manager.
- Every effort must be made to recover debt through phone calls and letters, and records must be kept of phone calls and letters sent.
- Any debt, which remains outstanding, for over one month will be referred to the legal team for the litigation department to pursue.
- If authorisation is received then the amount is written off and all written records are kept.

7. Money unpaid through provision of services

- Letting – All lettings are dealt with through School Hire & Functions Ltd (Jill Bukin), who receives payments and deals with debt.
- No letting can take place without prior payment.
- For profusion of goods and services numbered invoices will be raised.
- The terms of settlement (30 days) will be stated on the invoice.
- Where no payment is received a second invoice will be sent, followed by phone calls and letters.
- If no payment is forthcoming after 60 days the Headteacher will be advised.
- Advice will be sought from Legal Services as to whether the debt should be pursued.
- The Headteacher / Governing Body will determine if the school can afford to write off the debt.
- Where the Headteacher / Governing Body proposes to write off any debts, they must be reported to the Governing Body at least annually.

APPENDIX A

First letter to be sent when a child's account falls into debt (10 days) for School Meals. To be sent via email.

The Raglan Schools
Wellington Road
Enfield EN1 2NS

Parent of **XXXXX**

DATE XXXX

Our records show that you have not paid dinner money for your child **XXXX**

Class: **XXX**

As at **DATE XXX** your account is showing a debt of **XXXX**

Please arrange for this money to be paid immediately. Once the debt is cleared please ensure the account is always in credit.

You have 2 ways to pay:

1. In the secure online payment system ParentPay, using the login already provided, go to www.parentpay.com

Your username and password are:

Username: **XXXX** Password: Changed by user

2. Use this letter with the barcode below to pay cash in a local store

No matter how you pay you can check the account balance anytime by logging into your ParentPay account at www.parentpay.com. You can see what meals have been taken and when.

The cost of a school meal from 1st April 2015 is £2.05 per day - £10.25 per week.

If you have paid funds to the account within the last 24 hours please disregard this letter.

If you have any queries regarding this letter or have difficulty paying please contact the School Business Manager.

Yours sincerely
Mr M Kelsey

Headteacher
APPENDIX B

First letter to be sent when a child's account falls into debt (10 days) for Breakfast Club. To be sent via email.

Parent of XXXXX

DATE XX

Our records show that you owe money for breakfast club for **XXXXXX**

Class: **XXX**

As at **DATE XXX** your account is showing a debt of **XXX**

Please arrange for this money to be paid immediately. Once the debt is cleared please ensure the account is always in credit.

You have 2 ways to pay:

1. In the secure online payment system ParentPay, using the login already provided, go to www.parentpay.com

Your username and password are:

Username: **XXXX** Password: **XXX**

2. Use this letter with the barcode below to pay cash in a local store. Please be aware that paying cash through a PayPoint store can take up to 48 hours before it shows on your account.

No matter how you pay you can check the account balance anytime by logging into your ParentPay account at www.parentpay.com. You can see what meals have been taken and when.

If you have paid funds to the account within the last 24 hours please disregard this letter.

If you have any queries regarding this letter or have difficulty paying please contact the School Business Manager.

Yours sincerely

Mr M Kelsey
Headteacher
<paypointbarcode/>



APPENDIX C

Second letter to be sent out once first letter has been sent and phone call made with no response. This letter must be sent out once debt reaches 1 month. To be sent via email and post.

Dear **XXXX**

Outstanding Dinner Money/ Breakfast Club Money

Attached is a ParentPay letter showing a total of **XX** outstanding for **XXX school dinners / Breakfast Club attendance**. We have tried to contact you by email, letter and telephone, as detailed below. This is very time consuming and is not cost effective.

First Letter Sent **DATE XXXX** by email

Phone call **DATE XXX**

This debt needs to be paid by **XXX (date must be on the 30th day of debt)** and **XXX** account must be in credit by this date. If his account is not in credit **you must provide XXX with a packed lunch / XXX will not be able to attend the Breakfast Club** from **XXX (date of 31st Day from first day of debt)** until a time when there are sufficient funds available to cover the cost of **his/her meals / attendance**.

For your information the **cost of a school dinner has increased from 1st April 2015 to £2.05 per day/£10.25 per week/ Breakfast Club is charged at XXXX per day or XXX per week**.

If you have paid funds to the account within the last 24 hours please disregard this letter.

If you have any queries regarding this letter or have difficulty paying please contact the School Business Manager.

Yours sincerely

Martin Kelsey
Headteacher