



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, erasable 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

- Milk money is paid termly. If 7 days' notice of cancellation is given HCC will refund the balance of money remaining.
- 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. Parents may be charged a fee to cover the associated costs, however there will not be a charge for tuition. The school premises are also used by visiting companies 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 contribute towards 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 school reserves the right to offer financial support to parents on an individual, case by case basis. Governors have delegated this responsibility to the Headteacher.

***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.

C Wallis

School Business Manager

Approved by Governing Body: 3/12/19

Date for next review: December 2023