

DUCKMANTON PRIMARY SCHOOL
Charging and Remissions Policy

We believe that every child has an entitlement to activities which enrich the curriculum. These happen in school time and sometimes out of school hours. Governors are committed to offering these opportunities to children to enhance their understanding of the world around them.

Unfortunately the cost of these activities cannot be met in full by the Governing Body.

It is agreed that we will use free school entitlement as an indicator of those families who may find difficulties in payment. For every trip or arranged activity Governors will agree a sum of money which is the maximum subsidy. In the event that parents/carers cannot meet the balance then the trip/activity will be cancelled for all children.

- Residential courses in school time – parents are required to meet full costs but those entitled to free school meals receive a subsidy for this.
- Activities outside school hours not within national curriculum – parents meet full costs.
- Music tuition with outside tutors - there will be a cost to parents.
- Ingredients/materials for practical subjects – parents are encouraged to provide the materials but no child will be disadvantaged.
- Lost school books or equipment – parents are expected to replace.
- Breakages or wilful damage – there will be a charge to parents to cover the cost of replacement.
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The school has adopted guidance from the LEA in full.

Financial Document 9

Income from Fees and Charges

The Governors' policy on charging for school activities is reviewed by them at least annually and any revisions formally approved. All charges conform to current legislation.

Charges made for the letting of school premises (other than use for Community Education under Sections 149-152 of the 1996 Education Act) are the responsibility of the Governors. The scale of charges for such lettings is reviewed annually by the Governors who formally approve any revised scale of charges.

Charges made for the letting of school premises for Lifelong Learning or other purposes are at a rate that sufficiently covers the full marginal cost of the provision made.

Governors are responsible for the security, collection and banking of income due to the delegated budget. The Governors may decide formally whether or not to take action to collect amounts due to the delegated budget which are unpaid.

Administrative Procedures for the Collection of Income

The following procedures are adhered to:

a) Receipts

Official receipts are made out for all official income at the time of receiving the income. All receipt books are kept securely and used books kept for Audit inspection. Cancelled receipts must be kept in the book and alterations are not made to receipts. New supplies of receipt books will be obtained from the County Treasurer. All cheques and postal/money orders are crossed on receipt.

b) Accounts Raised

Account books are supplied by the County Treasurer to named officers only, and are not transferred to any other user. Their proper use is the responsibility of the person, section, etc. to whom the book was issued. No accounts are to be issued in any other format, unless the amount involved is under £100. Detailed instructions on the issuing of accounts is found on the inside front cover of the account books and is followed at all times. Some charges for services are subject to VAT. Officers sending accounts refer to the detailed guidance notes which have been issued. These will indicate when VAT should be charged. Any problems or queries regarding VAT are referred to the County Treasurer.

c) Banking of Income

The school ensures appropriate measures for the secure collection and banking of all income in line with the appropriate insurance policy/ies. These are in line with the Authority's existing procedures are given in **Financial Document 10**, as a suggested model. Cash and cheques do not remain unbanked except in exceptional circumstances or where the amount involved is less than £500. In such a case the cash is securely locked safe.

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