



Leverstock Green CE (VC) Primary School

CHARGING, REMISSIONS & DEBTS POLICY

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Leverstock Green CofE (VC) Primary School

Policy Review

This policy will be reviewed in full by the Governing Body annually.

The policy was last reviewed and agreed by the Governing Body on 14th May 2025.

It is due for review in May 2026.

Signature

Burgess

Date

14/5/25

Head Teacher

Signature

73/82

Date

14/5/25

Chair of Governors



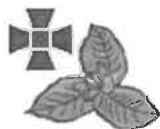
- ## 2. Activities for which charges may be made

Non-residential activities which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Board and lodging costs of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 4 below) may not be charged in full for board and lodging costs at the Headteacher's discretion. Costs for non-Curriculum activities will also be charged.

Charges will be made as indicated below. Parental agreement will be obtained before a charge is made.

Charges will not exceed the actual predicted cost (per pupil) of provision as the school does not aim to profit from any activity. In the event of a profit being accidentally made, a refund will be offered if the profit is greater than 5% of the overall cost. (See refunds section)



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Examples of charges and remissions are given in the table below

| Activity or thing which will or may be charged for | Notes | Remitted or help available |
|--|--|--|
| Charges may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them | For example, a clay model– a charge to cover the cost of the clay. | None |
| Charges for lost books- Nominal £5 per book | Library, readers | None |
| Charges for deliberate damage to school property | Replacement cost of the item | None |
| Charges will be made for music tuition | The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils | Hertfordshire LEA operates a remission policy for children entitled to free school meals in relation to individual tuition in playing a musical instrument. Details of the current scheme are available from the Hertfordshire Music Centre. |
| Charges will be made for the board and lodging component of residential trips | The charge will not exceed the actual cost | Remission for category A (see below) |
| Photocopying is free for the first 3 single-sided pages, the next 3 single sided pages will be £1 and thereafter 10p per side. | | None |



3. Activities for which charges will be made

These activities are generally payable to Hertfordshire County Council, however music tuition is payable to the School directly who, in turn, pays Hertfordshire County Council.

- a) Music tuition. Music tuition for individuals or groups of up to four pupils.

Lessons are not compulsory but an optional extra for those families wishing their children to have instrumental or vocal tuition. Remission of fees to those families in receipt of free school meals may be available by applying to the Hertfordshire Music Service.

Lessons are payable termly in advance. Lessons cannot commence if payment has not been received. Notice of termination of lessons needs to be given by half term for the lessons to cease at the end of that term. Unpaid invoices are passed as bad debts to the County Council.

- b) Dinner Money. School dinner money will be requested half termly in advance to be received by the last day of the previous term. If no money is received, no dinners are ordered. Parents/carers may only order ad hoc meals if their account is in credit.

Parents who have failed to provide their child with either a packed lunch, or have not paid school dinner money, will be contacted on the first day of term by the School Secretary. The child will be provided with school dinner and parents will be requested to either pay for the half term's school dinners, or provide the child with packed lunches.

The number of children who are entitled to Free School Meals is an important factor that influences school funding and parents are encouraged to take up this entitlement. If parents are entitled to Free School Meals, the school needs confirmation from HCC beforehand.

- c) Milk Money. Milk is not compulsory but if opted for is paid for at the end of each term in advance. If no money is received, no milk is ordered. Children in receipt of free school meals also receive free milk upon request.

4. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.



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Parents in receipt of

- Income Support;
- Income based Jobseekers Allowance
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (with annual earned income of no more than £7,400 after tax and not including any benefits)

Some categories of parents may claim help with some costs in some circumstances. Remission of music tuition fees may be available for families on certain benefits through application to the Hertfordshire Music Service via the free school meals system.

5. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- we have established a system for parents to pay in instalments
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- we acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection. However, this may be necessary where places are limited.

Refunds

- Where a planned trip does not take place, parents will be refunded in full.
- A refund will not normally be given if a child is absent for a trip through illness. However, if a child missed a residential trip due to accident or illness, the parent/carer may claim under the insurance policy.
- Where a parent has reserved a place for their child on a trip and the school has secured this place with the company concerned, payment will not be refunded to the parent unless the school is able to cover its related costs.



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(This policy is a confidential document and should not be shared outside the school)

- If, for any unforeseen reason, parents have been overcharged, refunds may be required where overall profits exceed 5%. Likewise, if undercharged, it may be necessary to ask parents for either additional payments or voluntary contributions.

Arrangements for monitoring and evaluation

The Resources Committee of the governing body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support. Due to time constraints, it may be necessary to review these financial reports the term after the activity has taken place.

