

# **Kempshott Junior School**

## **Charging Policy**

### **Safeguarding Statement**

*At Kempshott Junior School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Kempshott Junior School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.*

### **Introduction**

In accordance with the Education Reform Act of 1988, all education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small group music tuition.

School hours are defined as those when the school is actually in session and do not include the break in the middle of the day.

### **Voluntary Contributions:**

#### **Educational Day Visits**

When organising school visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

#### **Residential Visits**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we make a charge for the child's board and lodging, the educational activities and travel expenses.

Parents are required to pay a non-refundable deposit in order to secure their child's place. If a child withdraws from the residential due to illness or injury, a medical certificate is required and a refund will be given, less the deposit.

If a child withdraws because they have changed their mind, the full amount is to be paid.

#### **Extra-Curricular Activities**

Many musical and other optional activities for which parents have given their consent in advance are provided voluntarily by staff, out of school hours. These are provided free of charge. Where costs are involved, parents will be asked to contribute to the total so that each activity is self-funding. If funds received are insufficient, the activity may be cancelled.

The school offers many different coaching of sporting activities after school. If a qualified coach, who is not a member of the school staff, runs and organises these sessions, we ask parents to cover the cost incurred. We also ask for contributions to cover the cost of transport to and from sporting fixtures.

### **Visiting Experts and Performers**

Where visiting experts or performers have been invited to support the curriculum, parents will be asked to contribute so that each occasion is self-funding.

### **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by Peripatetic Music Teachers. We give parents information about additional music tuition during the Summer Term in preparation for booking hours for the following academic year. Fees are paid annually and in advance. Pupils joining part way through the year will be charged on a pro-rata basis. No refunds will be available, due to the school's commitment to the Music Service.

Where School or County-owned instruments require regular maintenance, parents will be asked to pay a proportionate charge, notified in advance.

### **Swimming**

The school organises swimming lessons for all children in Year 5. We make a charge for the transport costs only. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

### **Materials**

Where D.T, cookery and other practical lessons result in finished products, the items may be kept by pupils if the cost of materials is less than 50p. Where the cost is 50p or more, parents may be asked to contribute the full cost of the materials. In such cases, notification to parents will be in advance of the lesson, with confirmation that pupils will not be excluded from the lesson itself in the event of non-payment.

### **Loss and Breakage**

We maintain the right to recover the full cost of any damage to and/or loss of school property or equipment from the parents of children involved. The initial decision to seek recovery of costs shall be at the discretion of the Head Teacher, having due regard to the circumstances of the loss or damage.

### **General Considerations**

In all cases where costs are involved, the school will endeavour to meet these in respect of pupils where parents have personal difficulties, subject to prior agreement by the Head Teacher.

### **Retiring Staff or Staff Leaving the School**

When a member of staff has served the school a number of years, a party to celebrate their departure may be considered appropriate by the Head Teacher. Guests invited to the party will be asked to contribute to the cost of the party and any gifts presented.

### **Monitoring and Review**

This policy is monitored by the Governing Body, and will be reviewed annually. In all cases, referenced to "parents" includes those with parental responsibility.

## **Debt Recovery**

### **Day Visits and Activities – Voluntary Contributions**

Money is chased up to the day of the visit and for two weeks after.

### **Residential and Hampshire Music Lessons – Compulsory Payment**

1. The first invoice is sent after monies are 30 days overdue.
2. The second invoice is sent after monies are 60 days overdue along with a letter asking if the parent would like to meet with the Head Teacher to discuss any financial problems that are preventing this payment. Where a meeting takes place, the Head Teacher usually gives the parent an extension on the payment time, along with a schedule of payments.
3. A letter is then sent after a further 7 days expressing disappointment that no payment or contact has been made to resolve the issue.
4. Final letter sent after a further 7 days confirming further disappointment and confirming that if payment is not made by return (or contact still not made) then the case will be passed to the Legal Department at HCC. This letter will be sent recorded delivery/signed for.
5. Referral to HCC Legal whereby letter is sent giving final payment deadline.
6. If still ignored, HCC refer case to debt collection agency. We pay the debt collection agency 15% of the recovered money.

In the case of Hampshire Music Service tuition, the families are given 3 payment dates, this process only gets to stage 4 during the final term of the school year.

### **Procedures for Collecting Outstanding Dinner Money**

1. A statement is printed out from the Tucasi system on a weekly basis for those who owe 5 or more meals.
2. Letters are then sent to parents and copies are kept in the Overdue Payments file.
3. When the amount reached £30 or more and following regular reminders, in agreement with the Head Teacher, a typed statement is added to the Invoice as follows: *“We would be grateful if this account could be settled within 7 days otherwise we will be unable to provide your child with a school meal. If you are experiencing financial difficulties, please do not hesitate to call and make an appointment to see the Head Teacher.”* These letters are usually posted.
4. If we are already aware that a family is having financial difficulties, then an Invoice is sent out in the usual way but the statement on the Invoice is as follows: *“We are aware of your current situation and have sent an undated invoice of what is outstanding, we would be grateful if part of this amount could be settled within 7 days otherwise we will be unable to provide your child with a school meal”*. This letter is to be sent recorded delivery/signed for.

Reviewed:- May 2018

To be reviewed: Summer 2019