



**FEES, CHARGES AND REMISSIONS
POLICY**

REVIEWED AND UPDATED BY RMC : MAY 2024

MINUTE NUMBER APPROVAL : 1992/1

NEXT REVIEW DATE : MAY 2025

The policy of Hadfield Infant School in relation to fees, charges and remissions is prepared subject to the overriding principle that no charges are to be made for any purpose apart from those purposes set out in this statement of general policy on charging and remissions. This is subject to the level and scales applicable to that of the L.A. in respect of an activity provided by the school for which provision is included in the school's budget share.

Issues**Policy**

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| 1. Activities outside school hours not within the National Curriculum | Parents meet full cost. |
| 2. Individual instrumental music | School may bring in outside tutors within school hours at a charge to parents. |
| 3. Ingredients/materials for practical | Parents are encouraged to provide subjects materials where appropriate or cost of ingredients, but no child is to be disadvantaged because of parent's inability or reluctance to pay. |
| 4. Lost school equipment, books etc | A charge of £2.00 is to be made for lost/damaged reading books; a charge of £5 for lost/damaged library books |
| 5. School trips/visits etc. | The cost of out of school excursions is to be the cost divisible by the number of children embarking on the trip. |
| 6. Breakages and damage to School Buildings, Furniture or Property | Parents to be made aware that wilful damage to school buildings or property may be charged to parents by the school. |
| 7. The use of the photocopier for private copies | The charge for copies is the current charge rate made to the school by the leaser |
| 8. Charge for personal telephone calls | As staff use their mobile phones to make private calls, the use of the school phone for this purpose is very rare and is usually for emergency purposes. In view of this no charge is made. |

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| 9. Charge for the letting of school premises | The charges made for the letting of school premises are as advised by the Local Authority and calculated as per the L.A. lettings calculator. |
| 10. Charge for Wraparound Care | £3.00 from 7.30am until 8.50am to include breakfast and £4.50 from 3.25pm until 5.30pm to include a snack. |
| 11. Charge for adult school meals | £3.00 |

INCOME FROM FEES AND CHARGES

The Governors' policy on charging for school activities should be reviewed by them at least annually and any revisions formally approved. All charges shall 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 will be that as advised by the Local Authority Finance department and as per the lettings calculator.

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.

Income returns should be made at least monthly.

ADMINISTRATIVE PROCEDURES FOR THE COLLECTION OF INCOME

The following procedures must be adhered to:

a) Receipts

Official receipts must be made out for all official income at the time of receiving the income. Exceptions to this will need the specific approval of the County Treasurer. All receipt books must be kept securely and used books kept for Audit inspection

b) Banking of income

It is a matter for schools to determine appropriate measures for the secure collection and banking of all income in line with the appropriate insurance policy/ies. The existing procedures are given in the School's Financial Procedures policy and the Financial regulations policy. The school operates a Parent Pay System however any cash and/or cheques must be banked at least weekly and must not remain unbanked except in exceptional circumstances or where the amount is less than £500. In such a case the cash must be securely locked in a receptacle eg. safe/cabinet/drawer (ie not easily moved).

CHARGING FOR SCHOOL ACTIVITIES

Sections 449-462 of the 1996 Education Act establish a statutory framework for charging policy in maintained schools. No LA or Governing Body may charge for anything unless it has drawn up a statement of its general policy on charging and remissions.

Where charging for an activity is permitted, the decision as to whether and how much to charge shall be determined:-

- (i) Where the activity is paid for from funds at the disposal of the Governing Body, by the Governing Body
- (ii) In any other case, by the Authority.