

Step 2

Second Reminder Letter: This is to be issued two weeks after the First Reminder Letter if no response has been received. If appropriate, parents/guardians will be invited to discuss the apparent difficulty with the Headteacher with a view to finding a resolution to the matter.

Step 3

Failure to Respond to Reminders: If no response has been received the school will take advice from Northamptonshire County Council's Legal Services as to the most appropriate action to take in order to recover the dept. Every reasonable effort will be made to recover the debt through negotiation but legal action will be taken if advised.



HALL MEADOW PRIMARY SCHOOL

Charging and Remissions policy

REVIEWED BY HEADTEACHER: January 2012

PASSED BY GOVERNORS (SIGNATURE):

NEXT REVIEW DATE: September 2013

The School's Charging & Remissions Policy complies with the statutory requirements of the Education Reform Act 1988.

CHARGING

It is the school's policy to charge for the following areas of activity:

- Board and lodgings on residential visits.
- Costs associated with individual music tuition unless it is provided as part of the syllabus for a prescribed public examination of it is required by the National Curriculum.
- Optional extra activities which take place wholly or mainly outside school hours which are not provided as part of the syllabus or are not required by the National Curriculum. Participation in any such activities will be on the basis of parental choice and a willingness to meet such charges. Parents have a right to know how charges for optional extra curricular activities are calculated and if applicable who might qualify for help with the costs. The school will support any parent who requests this information.
- The cost of any re-scrutiny of test or examination results if so requested by the parent.
- To meet the cost of transport when using the LEAs shared school minibuses.
- The cost in cash or in kind of materials or ingredients needed for practical subjects if parents have indicated in advance a desire to own the finished product.
- The cost of replacing materials or equipment either wholly or partially damaged or destroyed through pupil negligence, whether accidental or deliberate.
- The cost of replacing furniture, fixtures or fittings either wholly or partially damaged or destroyed through pupil negligence, whether accidental or deliberate.

VOLUNTARY CONTRIBUTIONS

It is not our policy to charge for school-time activities. However in order to ensure that we can sustain a wide range of activities, we do invite parents/guardians to make a voluntary contribution, When making requests for voluntary contributions, it is made clear to parents/guardians that:-

- a. the contribution is voluntary
- b. that children of parents/guardians who do not contribute will not be treated any differently
- c. if a particular activity cannot take place without come financial assistance from parents/guardians then this point will be clearly indicated.

The school will first decide which class or group of pupils is to benefit from an activity and then request voluntary contributions. This will be done either through a direct request to parents/guardians or via general fund-raising activities. Any charge made for each pupil will not exceed the actual cost of the activity. Assistance for 'hardship cases' will be provided through either grants, voluntary contributions or general fund-raising.

REMISSIONS

Debt Recovery

The school would normally expect to have all charges met by the start date of any activity. In circumstances where there may be hardship, leeway may be granted through negotiation with the Headteacher. In such circumstances payment may be met through instalments over an agreed and recorded period of time.

Where debts have been incurred the following action will be taken to ensure recovery of any money due:

Step 1

First reminder letter: This will be issued two weeks after the due date and will identify an expected final settlement date which will ordinarily be within one week after the issue of the First Reminder Letter.