



Millbrook Junior School
Dream, Believe, Aspire, Achieve



Millbrook Junior School

Income and Charging Policy

This policy was approved by the Governors/Trustees on 5th October 2023

Paul Davies

Chair of Governors/Trustees

Introduction

This charging policy has been compiled in line with DFE advice regarding charging for school activities in accordance with S449 -462 of the Education Act, 1996.

Summary

- Schools cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Schools must ensure that they inform parents / guardians on low incomes and in receipt of the benefits listed on page 3.

Charging Policy

School Trips

Day trips: No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum (*but also refer to Voluntary Contributions paragraph*).

Residential trips – Non-essential. For residential trips which are not essential to the national curriculum, statutory RE or in preparation for prescribed examinations: If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip. If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Text books are provided free of charge, but in some subjects, additional revision guides may be available, for which a charge is made. School Planners will be provided free of charge. Should it be lost a second copy will be provided at a nominal charge of £2.50.

Optional Music Tuition: Individual music tuition is provided by NMPAT and they now operate a direct billing system. Parent enter into an agreement to pay NMPAT for any music tuition which is signed up to.

Children entitled to Free School Meals or in receipt of Ever 6 funding will receive £100 in total towards the cost of extra-curricular clubs organised by external agencies. This can be used to pay for music lessons. In such cases the school will confirm with NMPAT that the child is entitled to funding and will arrange for the school to be billed for the agreed amount.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or material), the charge to be the cost of replacement or repair.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair.

Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to contribute towards the cost of the trip or event for transport, contingency, insurance and entrance fees. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

Other Charges

The Headteacher or Governing body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing photocopies to parents.

Remissions Policy

Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The Guaranteed Element of Pension Credit
- Child Tax Credit only, 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

The Headteacher, or Chair of the Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, or Chair of the Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Income Policy

1. Annual Review of Charges

All charges levied, in accordance with the charging policy, including deposits, will be subject to annual review by the Governing Body.

2. Administration of Income

Invoicing procedures

Invoices will be administered in accordance with the Financial Regulations relating to Accounts Receivable in the NCC Financial Management Handbook section 8.

Invoices will be prepared by the Finance Officer.

Payment will be required in full after 15 days.

Income processing procedures

Millbrook Junior School is a Cashless school and as such no longer accepts cash or cheques. The Schoolcomms system is available for parents to pay online and is administered by the Administrator.

The receipt of income in respect of debtor invoices will also be recorded promptly on the school's local accounting system by the Finance Officer.

VAT will be accounted for in accordance with the guidance given in the VAT section of the LMS Financial Management Handbook.

The only exception to the acceptance of cash into school is any income from fundraising which will be held in a locked safe pending banking. Keys to the safe will be held by the School Receptionist, Finance Officer, School Business Manager and Headteacher.

Income will be banked promptly and intact.

A monthly reconciliation will be performed by the Finance Officer and School Business Manager to ensure that all income banked appears on the bank statement.

Income for school trips/activities

For all school trips, a trip costing sheet detailing the estimated costs of the trip should be prepared by the member of staff organising the activity, for approval by the Headteacher. To reflect the administration costs in running trips the cost will be rounded up to the nearest 50p/£1.00 and an admin charge of 50p will be levied. The parents / guardians will then be informed of the trip cost.

After the activity has taken place, the actual receipts and payments should be entered on the reconciliation sheet. This should then be checked to the financial records and certified as a correct record, by the School Business Manager or other

independent member of staff. Should the income exceed the cost of the activity by £5 per pupil, this will be reimbursed to the parent/carer.

Should the income exceed the cost of the activity by less than £5 per pupil, this will be retained by the school. However, every endeavour must be made not to over inflate costings.

3. Credit Control

The credit terms for debtors' invoices are 15 days.

A statement and reminder letter will be sent to debtors who have not paid their invoices on the due date by the Finance Officer.

If the debt remains unpaid a further reminder letter will be sent 14 days from the date of the first reminder letter by the Finance Officer. In addition, where possible, the debtor will be contacted by telephone.

At this stage where the debt is in respect of a letting and remains unpaid the School Business Manager will refuse the debtor any further access to the school facilities until the debt is paid. At the point at which a long-standing debt in respect of letting is paid, the Headteacher will decide if the debtor is to be permitted to make further use of the school facilities.

If the debt remains unpaid for a further 14 days a third letter will be sent informing the debtor that the debt will be referred to the Governing Body.

If the debt remains unpaid and is for an amount greater than £50, an application will be made through the small claims court.

If the debt remains unpaid and is for less than £50, it will be referred to the Governing Body by the School Business Manager.

On a monthly basis a report will be presented to the School Business Manager detailing outstanding debts by age and value.

4. Debt Write Off

Writing off a debt will only be considered when the credit control procedures have been exhausted.

Before closure of the financial year a list of debtors proposed for write off will be prepared by the Finance Officer and will be submitted to the Governing Body for consideration. The submitted list will be supported by details of the debt.

The decision of the Governing Body will be clearly documented in the minutes of the relevant meeting.

After the Governing Body has approved a debt write off, this will be recorded on the school's accounting system by the Finance Officer. Such write-offs will be cross referenced to the relevant Governing Body minutes.

5. Cancellation of a debt

In instances where invoices have been incorrectly raised, a list of invoices will be presented to the School Business Manager and Headteacher with an explanation of why the invoice is required to be cancelled. The responsible member of staff will mark 'cancelled' across the invoice, and sign the invoice and all relevant documents which will be retained for audit purposes.

Appendices to Income and Charging Policy:

Pupil Premium - Appendix 1

Appendix 1

School Agreement with effect from September 2023

Pupils entitled to Free School Meals will receive:

- Free School Meals – (currently a packed lunch provided by Kingswood)
- Free break time snack
- One contribution of £200 towards the cost of an electronic device during their time as a pupil of Millbrook Junior School
- Contribution of £200 in total towards the cost of before and after school care
- Contribution of £100 in total towards the cost of extra-curricular clubs organised by external agencies, such as NMPAT and Premier Sports Clubs or towards to the cost of school photographs, school uniform or other items at the discretion of the Deputy Headteacher.
- Payment in full for trips/excursions (excluding residential) arranged in their Year Group.
- Contribution of £100 or towards the cost of a residential trip if arranged in their year group.

Pupils no longer entitled to Free School Meals but where Ever 6 funding is still being received:

- One contribution of £200 towards the cost of an electronic device during their time as a pupil of Millbrook Junior School
- Contribution of £100 in total towards the cost of before and after school care
- Contribution of £100 in total towards the cost of extra-curricular clubs organised by external agencies, such as NMPAT and Premier Sports Clubs or towards to the cost of school photographs, school uniform or other items at the discretion of the Deputy Headteacher.
- Contribution of £75 towards the cost of a residential trip if arranged in their year group.

Siblings discount for Residential Trips

Should two or more children from the same family who reside at the same address be going on a residential trip in the same academic year, the parents / guardians would pay 100% of the cost for the first child's trip and 70% for the second or subsequent children, the school would fund the extra 30% in respect of these children.

This discount will only apply where no other discount or contribution (see £100 / £75.00 contribution above) has been received in respect of any of the children in the family.

Other financial help for Residential Trips

In the case of financial hardship parents / carers can contact the School Business Manager who may be able to apply for a grant towards a residential trip from the Kettering Old Grammar School Foundation.

The Headteacher, or Chair of the Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, or Chair of the Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.