



# CHRIST THE SAVIOUR C.E. PRIMARY SCHOOL

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms

*1 Peter 4:10*

## Charging, Fee Remission, Lettings and Debt Policy 2024-2025

Policy to be approved by	Resources Committee
Policy last reviewed	Autumn 2024
Policy ratified and adopted by the Full Governing Body	March 2020
Policy due for review	Autumn 2025

## The Legal Background for Charging in Schools

Where schools offer extended activities through third-party providers from the voluntary and private sectors, whether on the school site or elsewhere, those providers are not subject to any of the following legal constraints. However, schools providing such activities directly must comply with the law as follows:

1. Every school governing body must devise and publish a charging and fee remission policy
2. A school cannot make any charges to parents unless this policy is in place.
3. (The relevant regulations are summarized in A [Guide to the Law for School Governors](#) and in Guidance on Charging for School Activities, both of which are linked to below)
4. School governing bodies have powers to provide any facilities or services that further any charitable purpose for pupils, their families and for people who live and work in the local community (this includes childcare)
5. Any profits made by a school from providing facilities or services must be reinvested in the school or in the service
6. A school may use its delegated budgets to subsidize a child's access to chargeable extended activities at its discretion
7. Schools may not charge for any study support activities provided **during the school day** with the exception of music tuition
8. Schools may not charge for provision before or after the school day which delivers the National Curriculum or prepares a child for a public examination
9. Schools may lawfully charge for other study support (for example, additional sport, drama and music clubs, holiday activities, visits, and additional courses such as first aid).

## Charging for residential trips

1. Schools can charge for the cost of boarding and lodging during residential school trips
2. However, 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:
  - i. Income Support
  - ii. Income-based Jobseeker's Allowance
  - iii. Support under part VI of the Immigration and Asylum Act 1999
  - iv. Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the current limit for Free School Meal entitlement
  - v. Guaranteed State Pension Credit
3. A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.
4. The definition of "wholly or mainly during school hours" is given in the official governors' guide linked to below. In general, it means the published school session times.
5. For residential activities, a trip counts as falling within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half-days taken up by the activity.

## Debt Policy

1. The School has adopted a **LOW DEBT** policy.

2. This will in effect mean all money for school meals (Nursery only for 2024/2025) and other contributions including clubs will need to be paid in advance. The limit a parent may reach is £20.
3. The school does not accept cash.
4. All payments are made to the school through a secure payment system called ParentPay.
5. Parents who do not have access to the internet may use the school office computers or they may have a charge card where they can pay for all school costs at any shop offering a PayPoint service.
6. Catering payments (Nursery only) are collected on ParentPay and a £20 limit has been set.

### **Debt Recovery**

1. The School will actively pursue the collection of monies owed to it.
2. If the student is not an adult, the parents of the student are jointly and severally liable for the charge.
3. **The admin team and bursar** are required to ensure that:
  - i. all invoices outstanding are accurately recorded and maintained.
  - ii. there is documentary evidence of all the steps undertaken by the school to recover the debt.
  - iii. This includes recording the dates that invoices and statements were distributed, and/or phone calls and letters that have been sent to debtors
  - iv. for all outstanding debts, a final statement (stamped final notice) is issued to all persons liable for the charge. This statement must state "further action will be taken if this account remains outstanding after a period of no less than 10 days
4. **The Governing Body must:**
  - i. consider the arrangements for debt recovery
  - ii. consider the level of debt permitted at least every year
  - iii. approve the school undertaking legal action
  - iv. include in the minutes of the Governing Body their approval to pursue any outstanding debt
  - v. ensure the anonymity of the families involved is preserved at all times

### **Pursuance of Debt**

1. The School should:
  - i. not pass onto the debtor any costs incurred in pursuing the outstanding debt
  - ii. give the debtor appropriate notification and time to pay the outstanding charge
  - iii. send the debtor as a minimum a final statement, which states that this is the final notice and that further action will be taken.

### **Waiving of Debt**

1. The Head teacher can waive or reduce the debt, where it is believed the debtor is experiencing financial hardship up to £200
2. A debt may be written off by resolution of the Governing Body on amounts of £200+ on the recommendation of the Head teacher or delegate
3. A recommendation to write off a debt can be made when all reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action.
4. Any action related to an outstanding debt or the waiving / reducing a debt should be dealt with confidentially between the debtor and the Head teacher.

## **Scale Of Charges From 1<sup>ST</sup> September 2024**

All prices per hour

Fees may be reviewed in January.

**Community Rate (the Headteacher has the authority when to allocate community rates e.g. for voluntary groups)**

**Broadway Site Great Hall – per hour**

<b>MON – FRI</b>	<b>MON – FRI</b>
(Before 6pm)	(After)
£30	£45.00

**Grove Site**

<b>MON – FRI</b>	<b>MON – FRI</b>
(Before 6pm)	(After)
£30	£35.00

**Grove or Broadway Classrooms (prices are per hour per room)**

1 room	£35.00
2 rooms	£25.00
3 rooms	£20.00

**Commercial Rate Grove or Broadway Great Hall**

£100.00	£150.00
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**Grove or Broadway Classrooms (prices are per hour per room)**

Each room	£50.00
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**Playgrounds**

£100.00	£150.00
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### **Notes:**

Weekend lettings may incur additional charges, particularly when site staff are needed or other direct costs to the school are incurred such as heating and cleaning.

Commercial bookings – returnable deposit will be required for all one-off bookings depending on the nature of the booking.

The headteacher may exercise discretion for community groups.



