



**HARTSBOURNE PRIMARY SCHOOL**  
Valuing Potential; Creating Opportunities

**CHARGING, DEBT COLLECTION AND  
EQUIPMENT DISPOSAL POLICY**

**RATIONALE**

To:

- Promote a broad and balanced curriculum and to recognise the valuable contribution that additional activities can make towards the children's education.
- Ensure that all financial transactions between the school and others are fair, accurate and transparent.
- Act in accordance with the Local Authority's own charging policy as stated in their Handbook of Financial Regulations and the principles of inclusion, equal opportunities and 'best value'.

**AIMS**

To:

- Keep accurate records of all transactions.
- Provide pupils and parents with an appropriate service.
- Ensure that payments are made regularly and stored appropriately.
- Implement adequate controls for the collection of income.
- Take all reasonable measures to recover any outstanding debts.
- Bank all monies as soon as practicable (usually on Mondays).

**METHODS OF PAYMENT**

We encourage parents to pay online, via our Wisepay Account system using credit/debit cards (minimum payment £5.00). Payments can also be made with cash or by cheque, (made out to Hartsbourne Primary School).

**ADMINISTRATIVE CHARGES**

Where certain transactions incur an administrative charge we reserve the right to pass this on to parents (this charge will be non-profit making).

**PAYMENT FOR SERVICES**

**Dinner Money**

- All invoices for school dinners will be sent out to parents on the first and second day of a new term. Invoices will be generated from PDRS.
- Invoices will be produced manually for pupils who have a meal on a Friday only.
- Unpaid invoices will generate the following over a three week period:

- 1 written reminder from school office
- 1 telephone call
- 1 letter from Head teacher (posted recorded delivery).

- If the invoice remains outstanding then the Head teacher has the authority to write off a debt of up to £100 using knowledge of the family circumstances and previous record of payments. School meals would no longer be offered to the pupil.
- Debts in excess of this amount are passed over to Hertfordshire County Council.

### **Milk**

Milk is available for Reception, Year 1 and Year 2 pupils. This is paid termly in advance and is non-refundable.

### **Music Lessons**

- All fees are calculated by the music subject leader in accordance with advice from the Music Department at County. Parents must pay for a whole term in advance unless they have notified the school of special circumstances.
- Invoices are sent out to parents at the start of the term.
- Payments are recorded in a register.
- Unpaid invoices will generate the following:
  - 1 reminder
  - 1 telephone call
  - 1 letter from the Head teacher (posted, recorded delivery)

### **Trips and Visits**

- Class teachers will complete a Proposed School Visit Form and hand to the office at least one month before the visit date.
- Letters are sent out to parents with a minimum of two weeks notice.
- All requests for payments will contain a date by which the money has to be paid and appropriate permission slips will be attached.
- If the payment has not been made by this date then a reminder letter is sent to parents, via the child.

### **Residential trips:**

The Governing Body may charge parents for board and lodging costs for residential trips, except for parents who receive:

- Income support
- Income-based Jobseeker's Allowance
- Working Families' Tax Credit
- Disabled Person's Tax Credit

### **Refunds:**

- Accidental miscalculations of charges: For amounts under 5% of the trip cost per head; parents will be offered the opportunity to make a donation to school fund. Amounts over 5% will be offered as a refund to parents by cheque. £5.00 is regarded as a reasonable threshold to warrant refunds.

## **VOLUNTARY CONTRIBUTIONS**

The Governing Body may ask parents for voluntary contributions towards the cost of:

- Any activity which takes place during school hours, including non-curriculum activities
- School equipment
- Ingredients or materials for some practical subjects, eg food or design technology (finished products would then be taken home by the pupils).
- School funds generally

The children of parents or guardians who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make an activity possible then the school reserves the right to cancel the event.

## **WRITING OFF DEBTS**

All reasonable steps will be taken to recover debts. Where there is no reasonable prospect for cost effective recovery and sufficient budgetary provision exists, then a debt may be written off with the prior approval of the relevant officer or body, as shown below:

- Up to £100.00 can be written off by the Head teacher.
- Up to £500.00 by the governing body. (Where income accrues to the school).
- Otherwise the approval of CSF is required.

Where the governing body writes off debts, these shall be formally recorded and the record retained for seven years. Only the County Secretary can initiate legal action in respect of outstanding debts.

## **Equipment and Resources**

### **Lost reading and library books:**

All pupils will be encouraged to take responsibility for their reading and library books.

- 2 reminders sent home via the child.
- A request for payment to the value of £5.00 is sent home via the child. (This money is accepted as a donation and vired to the English budget heading).

The school reserves the right to request payment for the replacement of equipment or property that is deliberately broken or misused.

## **CONTROL OF ASSETS**

- The school will maintain an inventory of moveable non-capital assets.
- The governing body will authorise all write-offs and disposal of surplus stocks and equipment with a value above £500.00.
- All disposals will be recorded.
- Thefts will be reported to departmental management, Internal Audit and, where appropriate, Insurance Officer and Police.

Date of Policy: December 2010

Date of Review: December 2012