

Eaton Bray Academy



CHARGING & REMISSIONS POLICY

V9.0

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Charging and Remissions Policy

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AMENDMENT HISTORY

Issue	Author	Date	Description
V0.1(Draft)	DK	29/03/10	Initial draft
V1.0 (V0.2)	DK	15/09/11	Amendments to contents
V2.0 (V0.3)	AG	30/03/2012	Updated
V3.0 (V0.4)	AG	03/10/2012	Reviewed and updated
V4.0 (V1.0)	SH	31/07/2013	Inclusion of credit limit and formal issue
V5.0 (V1.1)	SH	02/10/2013	Change of name from Credit Policy to Charging and Remissions Policy
V6.0 (V1.2)	RM	04/02/2015	Updated to reflect Parentmail +Pay
V7.0 (V1.3)	JW	29/03/2017	Updated with new credit terms
V8.0	RM	02/09/2019	Updated
V9.0	RM	20/11/2020	Updated with change of Head and new booking system



Introduction

Eaton Bray Academy provides education for free during school hours, for children aged between 4 and 11, and for up to thirty hours per week for qualifying children of pre-school age. In addition to this, other services are provided that need to be paid for directly by parents/guardians. These additional services make a valuable contribution towards students' all round educational experience and their personal and social development.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small group music tuition.

The school requires these charged activities to be paid for in a timely manner to ensure the school is not affected financially.

Mrs. L. Mercer
Head



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1 SCHOOL PROVIDED FACILITIES

School provided facilities are those which the school provides directly and for which the school charges.

Invoiced Services:

Pre-School

The School Office will invoice half termly in advance for all Pre-School services (ie, pre-booked unfunded hours.) “Ad hoc” lunch clubs and additional hours can be granted at the discretion of pre-school staff, only if there is space and sufficient staffing available. These must be paid for in full in advance of the day that the child attends.

All invoices are payable upon receipt. Invoices will be sent via email or by means of a paper copy where parents have not provided an email address. All parents must ensure that the school office has their preferred email address to which any invoices should be sent. If the invoice is not paid within 14 days, the matter will be brought to the attention of the Head, Chair of Governors and Chair of Finance. If the invoice is not settled within 21 days, the service in question will be withdrawn. We reserve the right to refer any unpaid debt to a Debt Recovery Agency, and to charge an appropriate fee to the debtor to cover the cost of any administration incurred.

Any concerns arising from removal of the service or the debt settlement period will be dealt with by the School Governing Body.

If a parent/carer knows that they will have difficulty in paying an invoice, they must bring this to the attention of the Office staff immediately, so that alternative payment options can be discussed.

It is preferred that all invoices are settled via electronic bank transfer (online or mobile banking). Parents are requested to include the invoice number as a reference on their payment. Invoices can be settled by cheque (including payment reference on the reverse of the cheque) where access to online banking is not available. Eaton Bray Academy would prefer not to accept payment by cash, except where no alternative is available. This is primarily to ensure a clear audit trail is in place and also to reduce the administrative burden on the School Office. Any



payments of cash must be made in a sealed envelope listing the amount included, service for which payment is being provided and the date of payment.

Payment delivered to the School must be made via the School Office within School Office hours. Payment outside of these hours will only be possible electronically via bank transfer.

If a parent/carer has arranged pre-booked Pre-School facility and subsequently fails to arrive, the provision will still be charged for at the full rate. This includes sickness and holidays within term time. Failure to adhere to this may result in the service/facility being provided to the parent/carer being withdrawn.

A deposit of 4 (four) weeks expected service provision is required to secure a Pre-School position. The deposit will be retained and returned upon leaving the pre-school. It will not be possible to offset the final invoice due against the deposit held on account. Any changes in the expected service must be provided in writing and with one month's notice.

The deposit will be non-refundable in the following circumstances:

1. A parent/carer reserves a position at the Pre-School and then decides not to take up this position, thus causing Eaton Bray Academy a financial loss.
2. A parent/carer fails to provide one month's notice in writing to any changes in Pre-School service (specifically a reduction in Pre-School sessions). In this case, the deposit held on account will be used to offset the amount to which the school has been disadvantaged.
3. A parent/carer decides to leave the Pre-School without providing a half term's written notice.

If a deposit is not provided on acceptance of a place, the school reserves the right to offer this place to another child.



Any complaint arising from the charging of facilities/services will be dealt with by the school governing body.

Facilities paid for through the Parentmail / Iris +Pay system

Breakfast and After School Club

Breakfast and After School Club hours should be booked and paid for in advance through +Pay. Payment is per hour or part thereof. Parents/carers may book for one or two hours and can make payment by credit/debit card, PayPal, PayCash or PayPoint. In the event that the child remains in the provision for longer than the booked hours, the school will request payment for any unpaid hours either through the +Pay system or by invoice. Parents/carers will be unable to book further Breakfast or After School Club sessions until their account has been cleared.

School Dinners

The School Kitchen charges for School dinners in advance. Parents/carers should book and pay for their child's meals in advance through +Pay (by credit/debit card, PayPal, PayCash or PayPoint). A minimum "top-up" amount of £5 has been set, and parents/carers will receive an email notification if their account goes below this level at any time.

The school would prefer payments for these service to be made by this means, however if there are exceptional circumstances which mean that parent/carers cannot use +Pay, other means of payment will be considered in order to allow children to access these services.

Vandalism or Negligence

In addition to all the above, we reserve the right to make a charge for part or all of the cost of repairs or replacement for loss or damage to buildings or equipment where this is the result of vandalism or negligence by one or more students.

Credit Terms

No further credit will be extended to any parent with an overdue debt that exceeds our credit terms for any and all service detailed above. The school reserves the right to refuse provision of any



childcare or other paid for service until such debt is cleared in FULL.

We reserve the right to amend our payment procedures where there is a history of non/late payment in order to protect the school from further losses.

2 THIRD PARTY PROVIDED SERVICES

Third party provided services are those which are not directly managed by the school but are provided by the school as an additional service. The school is not responsible for the service it provides.

These services include after school football and/or other sports clubs as available, and musical instrument lessons provided by a visiting tutor. The timescale for the payment of these fees may vary from provider to provider.

The School will monitor the quality of these services and will discuss with the service provider any issues arising from the quality of the provision of the service but the School will not be responsible for refunding on behalf of these services.

Parents/carers are advised to raise any complaints arising from payment for services provided by third parties with the third party directly. Further escalation can be made by the Governing Body. The Governing Body reserves the right to prevent further services being provided by the third party in the event that it deems that a parent/carer's complaint has not been handled appropriately.

3 VOLUNTARY CONTRIBUTIONS

The Academy may from time to time request voluntary donations from parents/guardians in order to assist with financing specific activities or events, or as a contribution towards the school budget. We will ensure that donators are kept informed about how these contributions are used to enrich the curriculum and educational experience of the children.

When organising school trips or visits, the school invites parents/carers to contribute to the cost. All contributions are voluntary. However, if we



do not receive sufficient voluntary contributions we may cancel a trip. If a trip goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children differently from any others

The 1988 Education Act draws a distinction between the term `charges` which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory. Subsidies from various sources, such as the Academy's budget or the PTA will be considered to cover deficits.

If a parent/carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents/carers; these activities are known as 'optional extras'. This list is not exhaustive:

- Visits to see a performance or a performance seen at the school by a visiting company;
- Musical events;
- Sporting activities;
- Outdoor adventure activities;
- Transport to desired locations.

If the school organises a residential visit in school time (or mainly in school time) which is to provide education directly related to the National Curriculum, we do not make any charge for the educational studies or for the cost of the accompanying staff. However, we do make a charge to cover the costs of board, lodging, travel and maybe some special events and/or activities (NB the parents/carers of children who receive the Pupil Premium are encouraged to contact the Academy should they need to make a reduced payment in order that their child can attend a trip).

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. However, there may be a charge for individual or small-group music tuition since this is an additional curriculum activity



and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers.

Extended School Activities

The Academy offers a range of additional activities after school. The Academy reserves the right to make a charge for these sessions.

Monitoring and Review

The Headteacher monitors the Academy's provision to ensure that this policy is implemented and the Governing Body review and update the policy to ensure that it remains appropriate and relevant.