



Responsibility of	Finance Committee
This version dated	June 2017
Reviewed by staff	September 2017
Adopted by Governors	July 2017
Next review date	June 2018
Meets Equality of Opportunity	Yes
Meets Safeguarding	Yes

Aim

At Purbrook Infant School we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and use of our facilities.

Key Responsibilities

Finance Committee:

- will review and amend the charging policy on behalf of the Governing Body

Headteacher:

- will be responsible for drafting proposals for charges
- will provide information requested by the Finance Committee

Finance Officer:

- will provide effective financial administration enabling efficient budget management by the headteacher

Users:

- will abide by the terms and conditions of the booking and hiring contract

Principles

- we will ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution
- we will pass on the cost of extra non statutory provision when the school arranges these activities, ie. Music
- lessons taught by peripatetic teacher
- no more than £1,000 cash will be kept on the premises

Charges

1. Offsite extra-curricular activities

A voluntary contribution not exceeding the actual cost (to the nearest 10p) may be requested

2. Onsite activities – curriculum enriching activities

A voluntary contribution may be requested on occasions when enhanced curricular activities are planned which involve buying in specialists.

3. After School Clubs

A small charge may be made, which would be appropriate to the costs incurred for materials/resources required for some After School Club activities run by the school.

4. Letting of premises

The charges are reviewed annually. A deposit may be charged for out of hours hiring to cover caretaker costs in the event of callout. Hirers that provide after school opportunities for the children of the school will be charged £10 per session. This fee may be waived where the school benefits from activities from the provider. Hiring charge will be £20 per hour to other hirers. The conditions of hiring and booking are laid down in the contract (copy attached).

5. PAT Testing Recharges

The caretaker can be hired out to other schools for PAT testing. A daily recharge will be made to cover his time, administration costs and towards equipment.

6. Charges for personal use of services

Details of charges for photocopier and telephone facilities are available at the school office.

7. Charges for damages

Parents will be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children. Parents will be asked for reimbursement towards lost library books at £5.00 for paperbacks and £7.50 for hard back books.

8. Charges for Administration

Charges for administration may be made for the reproduction of documentation. Please refer to the Freedom of Information Policy for further details.

Finance Committee 21 June 2017

Staff September 2017

Governors 6 July 2017

Income and Debt Recovery Procedures

1. Beehive After School Club

Parents are invoiced half termly, in advance. Payment may be made half termly online or by cash or cheque and should be made in advance. Debt recovery is initiated by letter and telephone where a session has been attended and no payment received.

2. Hire of Premises

Invoices to be raised half-termly and debt recovery initiated 30 days after invoice date.

3. Collection of other monies (eg trips)

Income will be recorded on class lists as monies are given to the teacher. Money will be counted and recorded at the School Office indicating whether payment was received by cash, cheque or through Teachers 2 Parents online.

4. School Uniform

Office staff collect payments and record total amount in "Uniform Book" and indicate whether the payment was made by cash or cheque. A separate spreadsheet is kept to record whether method of payment was made online, or by cash or cheque. Sale of uniform will be receipted if the amount exceeds £10 and is paid in cash.

Initial orders of uniform for children starting school in Reception are paid for at the time of ordering and receipted on collection. Uniform is only allocated when payment has been made.

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