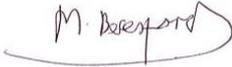




# STRAMONGATE WRAP AROUND CARE

# CHARGING AND REMISSIONS POLICY

Approved by <sup>1</sup>	
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Position:	Headteacher
Signed:	
Date:	01/02/2024
Proposed review date <sup>2</sup> :	01/02/2025

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## 1 Introduction

Stramongate School (hereinafter referred to as 'we') provides Wrap Around Care (hereinafter referred to as 'WAC') services for pupils of Stramongate School, aged between 4 and 11. Which includes Breakfast Club (hereinafter referred to as 'BC') and After School Club (hereinafter referred to as 'ASC')

The purpose of this policy is to ensure transparency in the setting of charges by:

- Setting out clearly the charges levied for activities and services provided by Stramongate School;
- Stating clearly our payment terms and conditions;
- Setting out the procedures which will be followed in the event that payment terms and conditions are not met.

This policy has been informed by adherence to the law and by following statutory Department for Education guidance.

This policy will be reviewed on an annual basis and approved by the Trustees of Stramongate. Copies of the policy will be available on the Stramongate School website and by request from the school office.

Where this Policy refers to "parents" we mean any person with parental responsibility for a child.

Where this Policy refers to a "charge", this is an amount of money that must be paid in order for a child to participate in an activity e.g. the cost of attending any after-school club session.

Where this Policy refers to "remission", this is an amount of money that we will or might agree to provide to fund an opportunity for a child. Trustees *will* make provision for all statutory remission requirements e.g. using the relevant Pupil Premium

## 2 Statement of Charges

Charges for children attending Stramongate BC is £3.50 per session (7:45-8:45) and ASC is £9.00 per session (15:15-18:00)

### 2.1 Absences

#### Illness

**All absences due to illness are chargeable at the full, applicable rate.**

**Absences due to medical appointments for which 4 weeks' prior notice is provided in writing will be charged at 50% of the applicable rate. If less than 4 weeks' notice is provided, the full rate will be applied.**

#### Holidays

**Where 4 week's prior notice is provided, in writing or online form is completed, absences due to holidays will be charged at 50% of the applicable rate. If less than 4 weeks' notice is provided, the full rate will be applied.**

## 3 Changes to sessions

Changes to BC and ASC regular booked sessions (i.e. the sessions they attend every week), including permanent cancellations, must be requested in writing/email at least 4 weeks' in advance.

Extra sessions can be requested at any time and, we will do our best to accommodate these requests wherever possible but cannot guarantee we will be able to meet all requests.

Ad Hoc cancellations of session cannot be accommodated and therefore will be charged at normal session rates. Increasing costs and waitlists mean that we are unable to justify short term cancellations. Holiday rates can be applied for as per above.

## 4 Other charges

### Late collections

ASC - Where a child is collected more than 5 minutes after the end of their session, we reserve the right to make an additional charge to reflect the additional staffing costs incurred. This charge will be £10 for every 15 minutes.

### Damage to property and breakages

The school will attempt to recover some, or all the costs incurred repairing wilful or culpably negligent damage or breakage of school property or such damage or breakage of property belonging to a third party where the school has been charged. The actual amount will be determined by the Headteacher or Senior Leadership Team

## 5 Arrangements for charging and payments

**Fees are due on the month of provision of the service and where possible are payable in advance. A list of invoicing dates are issued annually to parent.**

**Payments may be made by Childcare Vouchers, Tax Free Childcare or Bank Transfer. The bank details are provided on the bottom of each invoice.**

### 5.1 Debt recovery

**It is the financial management policy of this school that all services provided by the school are paid for within 14 days of invoice and therefore it is expected that no debts will be accrued.** In the unlikely event that debts are accrued, the Trustees authorises the Office Manager to take all reasonable measures to collect debts. In doing so they will observe the relevant financial regulations and any other legal requirements.

#### Our debt collection process

**Invoices will be raised at the start of each month electronically (by email). Payment for these invoices should be made as soon as possible.**

**Invoices remaining unpaid after 2 weeks will be followed up with a reminder email**

**Invoices remaining unpaid after 3 weeks will be followed up with a formal final reminder email.**

#### Appendix A

As a school we cannot tolerate debts. Where no attempt has been made to pay a debt, we will be unable to continue to provide services to a family until all debts are paid; notification of a withdrawal of place will be provided by letter.

Where debts remain unpaid after a place has been withdrawn, we will take appropriate debt recovery action which may include the legal pursuit of amounts through the Small Claims Court.

A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it. All write-offs will be subject to Trustee approval. A formal record of any debts written off will be maintained and this will be retained for 7 years.

## **6 Voluntary contributions**

On occasion, we may ask parents for a voluntary contribution towards the cost of special events, such as Christmas parties or specialist visitor. In this instance, no child will be excluded from an activity on the basis of a parent's inability or unwillingness to pay this contribution. The Trustees or Headteacher reserves the right however, to cancel an activity in its entirety if insufficient voluntary contributions are received.

## **7 Arrangements for monitoring and evaluation**

The Trustees of Stramongate will monitor the impact of this Policy by receiving on a termly basis, a financial report on charges raised and debts outstanding.

## Payment reminder for balances outstanding for over 3 weeks

[Address]

[Date]

Dear [parent]

### **Non-payment of fees**

Despite our email on [Date], you still have an outstanding invoice of [Amount] in relation to [month's] BC/ASC fees

As per our Charging and Remissions Policy, which I attach a copy of, all fees are payable in the month of provision and due on the first day of each following month. As such, these fees are now overdue.

As explained previously, Stramongate School cannot support debts amounting to more than one month's payment. As such, if we have not received payment of the full balance or agreed a payment plan by [date] we will no longer be able to offer [child] a place. Payments can be made by Childcare Vouchers, Tax Free Childcare, bank transfer, cash or cheque.

If you are experiencing financial difficulties and would like to discuss a payment plan, please contact the school office on 01539 725073 or [wac@stramongate.cumbria.sch.uk](mailto:wac@stramongate.cumbria.sch.uk).

Yours sincerely

Kate Nicholson

Office Manager

Enc: Stramongate Charging and Remissions Policy

## Withdrawal of place due to non-payment

[Address]

[Date]

Dear [parent]

### **Withdrawal of place due to non-payment**

Despite our conversation on [Date] and my letter of [Date], you still have an outstanding invoice of [Amount] in relation to [month's] BC/ASC fees.

As per our Charging and Remissions Policy, which you were provided a copy of both when [child] started ASC and again with my letter dated [date] all fees are payable in advance and due on the first day of each month. As such, these fees are now significantly overdue.

As explained previously, Stramongate School cannot support debts amounting to more than one month's payment. As such, we will no longer be able to offer [child] a place until this outstanding amount has been paid.

If the debt has not been paid in full, or a payment plan agreed with a first payment made, by [date in one month's time] we will commence our debt recovery process via the small claims court.

If you would like to discuss a payment plan, please contact the school office on 01539 725073 or [wac@stramongate.cumbria.sch.uk](mailto:wac@stramongate.cumbria.sch.uk).

Yours sincerely

Kate Nicholson

Office Manager