
CHARGING & REMISSIONS POLICY

ENFIELD SECONDARY
TUITION CENTRE

Adopted by Governors: 20 October 2016

Review Date: 20 October 2018

Chair of Governors:

CHARGING & REMISSION POLICY

- 1 The charging policy of Enfield Secondary Tuition Centre applies to all sites and extended school activities.
- 2 The charging policy relates only to charges which may be made by the School Governing Body and ***does not apply to any educational activity for which charges are levied by other persons.***
- 3 Charges ***may be made*** in respect of the following:
 - 3.1 Ingredients and materials needed for practical subjects (e.g. Food and Textiles Technology, Art and Resistant Materials Technology).
 - 3.2 Non-residential activities which take place ***wholly, or more than 50% outside School hours*** where the child's participation has been agreed in advance by the parent. The charge may include the cost of travel, entrance fees, materials, books, equipment, support staff and teaching staff where a teacher or instructor has been engaged specifically for the purpose of providing the activity.
 - 3.3 The entry fee of a student for a prescribed public examination for which he/she has not been prepared by the School.
 - 3.4 The entry fee of a student for an exam where, without good reason, he/she has failed to attend or complete the examination requirements for which the school has paid.
 - 3.5 Where items such as windows or equipment are damaged by students, either deliberately or as a result of breaking school rules, the cost of replacement will be passed on to the parents/carers. The charge will also include any costs incurred by the school in dealing with the incident eg site staff cleaning up and admin costs.
 - 3.6 The cost of replacement of lost, damaged or defaced school materials or textbooks which arise as a result of a student's behaviour will be charged to parents.
 - 3.7 Students are required to pay a £5 deposit for a locker key, which is refundable when a student leaves the Centre and the key is returned. If the key is lost or damaged, the £5 will be retained for a replacement key.
 - 3.8 Students are expected to wear school uniform and on admission to the school students are provided with 1 sweatshirt, 1 tie and 1 PE top free of charge. Additional uniform (sweatshirt, PE top and ties) will be available for purchase from the school.

REMISSION

- 1 The remission policy of Enfield Secondary Tuition Centre applies to all registered students of the school.
- 2 The Governing Body may remit in full or in part the cost of any activity for any students from a family experiencing hardship. When arranging a chargeable activity parent/carers will be invited to apply, in confidence, for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher. The decision to offer to remit costs is normally subject to the parent/carers of a pupil being in receipt of free school meals.

- 3 Enfield Secondary Tuition Centre will remit the charge for the entry fee of a student who fails to complete the examination requirements for any public examination (prescribed or otherwise) only when that failure is attributable to illness or absence recognised or approved at the time by the Headteacher as unavoidable or allowable.
- 4 The Headteacher should advise all parents of the right to claim free activities if they are receiving these benefits.

DEBT COLLECTION

1. The Governing Body has a responsibility for ensuring that appropriate procedures are in operation to enable the school to receive all income to which it is entitled.
2. Payment should be obtained as and when goods and services are provided wherever possible; in particular where the value of the goods and services is relatively small, ie less than £100.
3. Where payment is not received at the time when the goods or services are delivered an invoice must be raised as soon as possible but normally within 10 days after the debt becomes due.
4. Invoices should require payment within 30 days from the date of issue.
5. Final reminders should be issued if no payment is received within 35 days. The final reminder should make it clear that legal action will be taken if payment is not received within a further 14 days. This may be a referral to the Small Claims Court, to solicitors for legal action or to write-off the debt if there is no realistic prospect of debt recovery being successful or if further action is not cost effective.
6. The Governing Body has delegated authority for write-offs to the Headteacher as detailed in the Scheme of Delegation.
7. In accordance with the School's Finance Manual, the Headteacher will report annually details of written-off debts to the Governing Body.

Related documents:

Education Act 1996 sections 449 - 462
The Education (School Sessions and Charges and Remission Policies) (Information) (England) Regulations 1999
Governors Handbook May 2013
Schools' Finance Manual 2012-13
The Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003
The Education (Residential Trips) (Prescribed Tax Credits) (England) (Amendment) Regulations 2005