



St Mary & St Joseph's Catholic Primary School

CHARGING & REMISSIONS POLICY

VOLUNTARY CONTRIBUTIONS

A voluntary contribution will be sought for any activity that takes place:

- During a normal school day
- Outside a normal school day but a necessity to the curriculum

This will include activities such as:

- Transport for swimming
- Trips & Visits
- Visiting performers

The amount of Voluntary Contribution asked for will be calculated as follows:

TOTAL COST TO SCHOOL \div NUMBER OF PARTICIPANTS

A class list will be held and marked paid as contribution is received, however, all children will take part and if necessary the PTFA may be asked to make up any shortfall.

Every letter outlining an activity and giving details of the cost will include the following statement:

'Although our PTFA help towards the cost of coaches for educational visits we still need to ask for a voluntary contribution of £_____ towards the cost of the centre / coach to enable this visit to take place.

If we do not receive enough contributions this educational visit may need to be cancelled, in which case all monies will be returned'.

RESIDENTIAL TRIPS

Any residential trip will be costed out to show Board & Lodging costs & Activity costs by the organising teacher.

Initial letter will ask for Board & Lodging costs in full and for a Voluntary Contribution for the remaining cost, using the following calculation:

TOTAL COST TO SCHOOL \div NUMBER OF PARTICIPANTS

Money for the trip will be collected in instalments.

Every letter outlining the trip and giving details of the cost will include dates by which the instalments are to be paid and will include the following statement:

'Please can we ask for the voluntary contribution of £_____ towards the cost of the centre / coach to enable this visit to take place. If we do not receive enough contributions this educational visit may need to be cancelled, in which case all monies will be returned'.

AFTER SCHOOL CLUBS

Some clubs, for example, rugby, cricket & athletics throughout the school year are run by an outside agency.

The agency will invoice the school each month and parents are asked for a voluntary contribution towards this cost. The after school club is open to all pupils and no child is discriminated against, if necessary the PTFA may be asked to make up any shortfall.

MUSIC TUITION

At the beginning of the school year the school is notified by the Music Service as to the cost of these lessons for the year.

A letter is sent outlining costs and the following statement is included:

'Dorset Music Service requires payment within the first two weeks of lessons starting. If any parent has any financial difficulty with this please come and see me.

Sometimes over the course of the year children move away or decide that they no longer want lessons. If this happens with your child we need terms written notice, as this is the notice we have to give the Music Service.'

Interested parents are asked to enter into a contract with the school, which requires a full terms notice of cancellation.

Calculation of cost is as follows:

COST FOR YEAR \div 3 TERMS \div NUMBER OF PUPILS TAKING PART

LETTINGS

A committee of governors look at any Initial Application to hire any part of St Mary & St Joseph's to decide on:

- Suitability
- Charge
- Frequency of invoicing

As a general rule any hiring application from the church will not be

chargeable. If a charge is deemed necessary an explanation will be put in writing.

BAD DEBT

Unpaid invoices, the following procedure will apply:

- After 30 days from issue – a reminder with a copy invoice will be sent to hirer giving a further 7 days to pay
- After 7 days from reminder - a phone call will be made to ensure they have received original invoice & reminder and a request for immediate payment
- After 7 days from phone call – Building Committee will be notified and a decision taken as to further course of action

Policy adopted by Resources committee November 2013

Signed Mr. Helen Brown
Chair of Resource Committee

Dated November 2013

Policy scheduled for review November 2016
Recommended 3 year cycle