

**Introduction**

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 individual or group music tuition.

**Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but does not make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

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

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- school trips
- musical events

**Residential visits**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to write in confidence to the headteacher.

**Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. If the teacher is employed by Cumbria Music Service, we make a charge for these. Other peripatetic music teachers charge independently of the school. If parents are experiencing financial difficulty, they are invited to write in confidence to the headteacher.

**Swimming**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for the swimming lesson but from Autumn 2011 we request a voluntary contribution to cover the cost of transport. We inform parents when these lessons are to take place.

**Policy Review**

This policy was agreed by the Governing Body on 05.12.2019

Signed:.....This policy is due for review by December 2022

**Introduction**

The Governing Body is responsible for ensuring that procedures are in place for the recovery of any outstanding debt. This policy sets out procedures for debt recovery and for the write-off of any debt which is deemed to be irrecoverable.

**Policy**

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, i.e. less than £100.

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 a debt becomes due.

Invoices should require payment within 30 days from the date of issue.

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.

At termly Governing Body meetings, the Headteacher is required to inform the Finance Committee of any debt which is still outstanding after the 14 day period following the final reminder together with any proposed action. This may be a referral to a debt collection agency, 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.

Outstanding debt of up to £50 may be written-off by the Headteacher provided that the appropriate follow-up action outlined above has been taken and the details of the debtor, amount of write-off and reason for no further action being taken is reported to the Finance Committee for information at their next meeting.

Write-off of outstanding debt in excess of £50 must be approved by the Finance Committee following submission of details of the debt by the Headteacher together with the reasons for no further action being taken.

**Policy Review**

This policy was agreed by the Governing Body on 05.12.2019

Signed: S Bishop.

This policy is due for review by December 2022