
	<b>Name of School</b>	<b>Corbets Tey School</b>
	<b>Policy Review Date</b>	<b>11 November 2020</b>
	<b>Next Review Date</b>	<b>Autumn 2021</b>
	<b>Reviewed by</b>	<b>Governor Name: Julie Lamb</b> <b>Governor Signature:</b> 

## Credit Control Policy

### Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others.

Where the school is referred to in this policy, the policy and the following procedures applies to both sites including the Routes4Life provision.

### Introduction

This policy is a statement of the aims, principles and strategies used for the collection of monies due to Corbets Tey School.

These regulations formalise the procedures for the collection of outstanding monies due to the School. This policy should be read in conjunction with the school **Charges and Remissions Policy** and the **School Lettings Policy**.

### Lettings

- Hirers will be issued with a lettings agreement form and once the letting has been agreed, an invoice will be sent according to the term of letting.
- Payment is required at time of booking for occasional lettings.
- Payment for regular lettings will be required at least termly in advance.
- If payment has not been received at this time a letter will be issued requesting payment within 30 days.
- If after the extended period funds are still not forthcoming the headteacher will decide whether the letting should be allowed to continue.
- The headteacher may agree to reschedule outstanding payments subject to the arrears being cleared by the end of the letting year. Any defaults on the payment plan may result in cancellation of the agreement.
- If a cheque for payment is returned marked 'refer to drawer' immediate contact will be made with the hirer and a request that an equivalent amount in cash be paid to school within the next 7 days. Failure to do this will result in the Headteacher reviewing the viability of the let and whether notice to cancel the agreement should be given to the hirer.

### Non-Curricular Activities and Trips (see Charging and Remission Policy for definition)

- All non-curricular activities that incur a cost will require class teachers to issue a letter to parents asking for contributions towards the cost.
- Class teachers should prepare a short budget calculating the total cost of an activity or trip taking into account:
  - Transport costs
  - Car parking costs
  - Total ticket costs
  - Food and refreshments costs
  - Any other costs
  - Small contingency
  - Dividing the total cost of the trip by the number of students.
- Parents are advised in the instruction letter that contributions are required in order to cover the full cost of the trip.
- Parents are advised in the instruction letter that unless sufficient contributions are received the trip or activity may not take place.

- Five days before the deadline for contributions a reminder letter will be issued to those parents who have not yet contributed.
- If a contribution paid for by cheque is subsequently returned 'refer to drawer' the school will on one occasion only request an alternative method of payment.
- In the event that a child is unable to attend a trip due to accident or illness we can endeavour upon request to provide a refund where possible of up to 50% of the cost of the trip.

### **Curricular Activities and Trips** (see Charging and Remission Policy for definition)

- All curricular activities that incur a cost will require class teachers to issue a letter to parents asking for voluntary contributions towards the cost.
- Class teachers should prepare a short budget calculating the total cost of an activity or trip taking into account:
  - Transport costs
  - Car parking costs
  - Total ticket costs
  - Food and refreshments costs
  - Any other costs
  - Small contingency
  - Dividing the total cost of the trip by the number of students
- Parents are advised in the instruction letter that although voluntary contributions are being requested it is not a compulsory payment and their child will not be treated any differently because of non-payment.
- Five days before the deadline for contributions a reminder letter will be issued to those parents who have not yet contributed.
- If a contribution paid for by cheque is subsequently returned 'refer to drawer' the school will on one occasion only request an alternative method of payment. If no payment is received the school will consider that the parent has chosen not to make the contribution.
- In the event that a child is unable to attend a trip due to accident or illness we can endeavour upon request to provide a refund where possible of up to 50% of the cost of the trip.

### **Swimming Lessons during the School Day**

- Parents are invited to make a voluntary contribution towards the cost of swimming lessons at the start of each term.
- A reminder letter will be sent out at the end of the first half-term period to those who have not yet contributed.
- Notification of any Governors actions/decisions will be communicated to parents by letter.
- If a cheque has been returned 'refer to drawer' contact will be made to request that the amount is cleared as soon as possible. If no payment is received the school will consider that the parent has chosen not to make the contribution.

### **After-School, Weekend and School Holiday Swimming Lessons and Fun Splash Sessions**

- These sessions are offered by the school to provide access of the swimming pool facilities to the community.
- Termly payments will be requested according to the current charging rates decided by the school and will be requested from attendees.
- Cheque and cash payment will be accepted. Any letters sent for this purpose will be on school letterhead paper.
- Any payments sent in to the school by parents should be delivered to the Finance Officer or the Assistant Finance Officer to be paid into the school bank account.

### **Monitoring of Swimming Pool Costs and Income**

- The governing body will receive a report from the Business Manager on the costs of running the swimming pool and the monies collected by parents for curricular swimming sessions at the Summer Term Leadership and Management Committee Meeting. They can then make an informed decision on any actions to be taken.

### **Recharging/Surplus Balances**

Any surplus resulting from monies received from parents for trips or activities can be kept and used for the benefit of the students.

This surplus and any spending should be recorded on the trip/activity budget and the Finance Officer should be informed.