



Managing Financial Arrears Policy

Last review: March 2021
Next Review: March 2022
Reviewed by: Finance Lead
Adopted by: FGB

Policy for Managing Financial Arrears

The West Berry Federation Schools provide **additional services** (optional extras) for which a charge may be made. Our schools also invite voluntary financial contributions from parents to be able to provide additional educational activities to **extend or enrich learning**.

Our school budgets are finite and we are not able to fully fund all school activities. In the event that insufficient voluntary parental contributions are made, the trip or activity will be cancelled and the national curriculum will be covered through onsite activities. (Please also see our Charging and Remissions Policy)

On occasion our schools are able to bulk purchase and sell on products to parents - a charge is made for these products. Examples of activities or services that fall into each of these categories are detailed below:

Examples of products and additional services provided as an 'Optional Extra' for which a charge is made	Examples of opportunities to extend or enrich learning for which we invite voluntary contributions
School dinners Breakfast Club (Berry Harbor School) Afterschool Clubs (Both Schools) School Holiday Club Pre-school additional hours PTFA activities (eg sleepovers, film nights and discos) Additional music tuition when requested by the parent Swimming hats Water bottles School uniform Tickets for family members to attend performances Board and lodgings for residential trips	Topic related day trips Sporting fixtures or opportunities Theatre and museum trips Residential trips Experts visiting school (eg Space Dome, Theatre groups) Transport

(Please also see our Charging and Remissions Policy)

Voluntary Contributions

The level of voluntary contributions offered will need to be assessed before any final bookings can be made by our schools. This will ensure that money is not wasted through cancelled bookings if insufficient contributions are received to make the trip/experience financially viable. Parents are sometimes given the opportunity to make payments and contributions in instalments. Parents are asked to inform the school administrator or Head teacher as soon as possible and in confidence if:

- They are not able to/willing to make the voluntary financial contribution towards a trip
- They are no longer able to make the voluntary contributions that they had previously indicated.
- They will be making the voluntary contribution later than expected or in smaller instalments

Receipts will be recorded in ParentMail for online, cash or cheque payments.

2

Late or non-payment of voluntary contributions

When voluntary contributions are not received as expected, a reminder message will be sent out via parentmail and then a paper copy will be sent home with the child or by post. On occasion a school administrator will speak to a parent in person or on the telephone to enquire as to if or when contribution will be made.

When a parent indicates that they are not able/not willing to make a voluntary financial contribution no reminders will be sent.

Charges for goods

Payments for goods and tickets must be made for at the time of purchase. No credit will be advanced.

Charges for services including school dinners, pre-school additional hours, breakfast club, afterschool club and holiday club

School dinners should be paid for in advance. Payments for other services must be made by the due date detailed on the invoice or bill.

Receipts will be recorded in Parentmail for online, cash or cheque payments. Payments for school clubs and pre school can also be paid for using child care vouchers – please speak to a school administrator for further information.

Parents should speak urgently and in confidence to the school administrator or head teacher if they experience financial difficulties that might result in missed payments to school. Where possible the headteacher will agree a payment plan to enable the family to continue to use the services needed. Our Pastoral coordinator is also able to access advice for parents about tax credits to help pay for child care.

If a payment is more than 2 weeks late, one reminder letter will sent requesting payment within 5 days. If payment is not received within 5 days and no reasonable plan to pay has been agreed, the family will no longer be able to use any additional services ('optional extras') provided by school until full payment has been received.

If payment is not received within 6 weeks of the due date and if a reasonable payment plan has not been agreed or adhearded to, the federation may take legal action in order to recover the debt.

Refunds

If a child is not able to use a service that has been paid for, refunds of charges or voluntary contributions will be made whenever possible provided that there is no cost to the school or other parents.

This policy has been approved by the Governing Body on 26.06.18 and will be reviewed in September 2020.

