



Headteacher: Mrs Z. McCormick BSc, M.A., EdD
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CHARGING AND WRITE OFF POLICY

1. The school may charge parents for trips on a not for profit basis for any activities not directly related to the delivery of the curriculum. If a trip is organised, in order to deliver part of the curriculum, the school may on occasion ask for donations in order to support the trip.
2. If sufficient donations have not been received the head teacher has the authority to cancel the trip and seek alternative ways of delivering the curriculum.
3. The Head Teacher fully understands the financial situation of the parents whose pupils attend the school, and if possible, the school will help part fund trips i.e. parent pays for attendance of the trip and the school contributes for the transport.
4. In some instances the school may decide to fully fund a trip to enrich the learning opportunities of pupils or as a reward for excellent behaviour, work or attendance.
5. If a pupil or member of the public is proved to have caused wilful damage to the school premises or assets, the school is authorised to raise an invoice for the cost of the repair and also include an administration charge.
6. The Admin Officer/Bursar will raise invoices and be responsible for chasing any unpaid debt. This will be through letters, texts and telephone calls with all responses being noted. The period of payment is specified at the foot of all invoices.
7. Teaching staff will be asked to assist in making contact with families where all other lines of communication have failed; this will enable any additional information available being passed to the correct person to avoid any intrusion into sensitive circumstances.
8. Where the school has been unable to secure the payment of an invoice this should be notified to the Head teacher by the Admin Officer/Bursar to be referred to the Borough's solicitor. If payment is still not forthcoming then as a last resort the Head Teacher may agree to write the sum off.
9. The Head teacher has authority to write off debts up to the value of £50 and amounts over this value will be referred to the Governing Body.

Signed
Chair of the Board of Directors

Date

