



Heyhouses Endowed C of E Primary School

EXTRA CURRICULAR ACTIVITY PAYMENT & DEBT POLICY 2018

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Date of next review: April 2019

Introduction

Heyhouses offers a range of optional extra-curricular activities which parents have to pay for, including:

- music lessons,
- drama lessons
- ballet lessons
- karate lessons
- gymnastic lessons
- tennis lessons.

This policy concerns the collection of fees for these extra-curricular activities and the approach to be taken in the case of debts arising when parents/carers fail to pay fees on time. This policy will be published on the school website. Parents/carers are advised of the policy when their children start at Heyhouses and whenever they take up an extra-curricular activity.

General Principles

Extra-curricular activities must be paid for in advance, half a term at a time. Parents receive a letter advising them of the cost of the fees for the following half term just before the end of the prior half term (except for the start of the school year in September, when letters are sent out during the first week of term).

Parents/carers commit to the extra-curricular activity for half a term at a time. Should a child/parent wish to cease an extra-curricular activity they are asked to give as much notice as possible so that the place can be allocated to another child, as many of our extra-curricular activities have waiting lists. Once parents receive the letter detailing the charges for the next half term they must notify the school immediately if their child no longer wishes to continue with the activity in the next half term. Fees will continue to be charged until the school is notified.

If children are absent on the day of their extra-curricular activities, or drop out part way through a half term, no refunds are given.

For all extra-curricular activities parents/carers are asked to complete the form at appendix 1 before their child commences the activity. This is to ensure parents are aware of this policy and understand the commitment they are making.

Additional costs

For some extra-curricular activities the school, Lancashire Music Services or the instructor are able to loan equipment such as musical instruments, tennis rackets, etc. so that the child can find out if they enjoy the activity and want to commit to it long term before purchasing expensive items. Children and parents are expected to take good care of any loaned equipment and are liable for repair/replacement costs if the item is lost or damaged during the loan period.

For some activities extra items are needed, for example karate suits, music books, leotards etc. and parents are liable for the cost of these items as and when they are needed. For some activities it is possible to take graded exams, for example, karate belts, gymnastic badges and music exams and again parents are liable for the cost of the exams and any badges/belts etc. that may be awarded.

Debts

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on all children's education in school is used to pay for debts incurred by individual parents / carers. The governing body see this as unacceptable and request that all parents / carers give this policy their full support.

Any families who are experiencing temporary financial difficulties are asked to contact the school so we can work together through the issue, rather than let arrears accumulate without any communication with the school. Where parents/carers have communicated that they are having difficulty paying the debt, wherever possible the school will work with the parent/carer to agree a suitable repayment period.

Procedure for Collection of Arrears

All extra-curricular activities must be paid for in advance and arrears cannot be allowed to accumulate. The governing body has therefore agreed the following policy where arrears arise.

A gentle reminder note will be attached to a second copy of the original fees letter to parents/carers if payment is not received by the first session of that extra-curricular activity in any given half term. (see Appendix 1).

A second letter will be sent to the parent/guardian once the second session of that activity has taken place and no fees have been received. This will state that the debt must be cleared by a specified date and failure to clear the debt will lead to the cessation of the provision the extra-curricular activity. (see Appendix 2).

Should payment not be received by the specified date, the Headteacher may decide to issue a cessation letter. The Headteacher will assess each case individually, taking into consideration all the circumstances. A third letter will be sent to the parent/guardian which will state that from the specified date the child cannot attend any further sessions of the extra-curricular activity unless the arrears are cleared by that date (see Appendix 3). If there is a waiting list for this activity the place will be offered to another child once the payment deadline has passed and no fees have been received.

Once the debt has been cleared, the child will be allowed to restart the activity (or rejoin the waiting list if the place has already been offered to another child). However if in the future payment is not received in advance then provision of the extra-curricular activity will cease immediately.

Appendix 1

Extra-curricular Activity Form

Your child has been offered a place for the following extra-curricular activity:

Child's Name: _____

Class: _____

Activity: _____

Starting from: _____

Please complete and return this form as soon as possible, together with payment of fees for the first half term.

Parent/Guardian Declaration

I accept the place my child has been offered for this extra-curricular activity.

I have read and accept the school's Extra-curricular Activity Payment and Debt Policy (which is available on the school website).

Parent/Guardian: _____

Print Name: _____

Date: _____

APPENDIX 2
Gentle Reminder Overdue Fees

Please pay the highlighted amount as soon as possible.
Fees for extra-curricular activities are due in advance for each half term.
Our Extra-Curricular Activity Payment and Debt Policy is published on the school website.
Thank you.

APPENDIX 3
Arrears

Dear Parent/ Guardian

Our records show that the fees for <child name>'s <extra-curricular activity> have still not been paid.

Please send payment of £xx into school as soon as possible, either by sending cash or cheque into the school office. Please make cheques payable to Heyhouses CofE Primary School.

If the fees are not paid within five working days of the date of this letter, you will be asked to withdraw your child from the extra-curricular activity until the debt is cleared.

Our Extra-curricular Activity Payment and Debt Policy is published on the school website. If you have any queries or wish to discuss this matter please contact the school office.

Yours sincerely

Elizabeth Hodgson
Headteacher

APPENDIX 4

Accumulated Arrears

Following our letter dated _____ regarding outstanding fees for <child's name> <extra-curricular activity>, our records show that these fees have still not been paid. The fees that are due for this half term are £_____.

These fees need to be paid as soon as possible, either by sending cash or cheque into the school office. Please make cheques payable to Heyhouses CofE Primary School.

If the fees are not paid by <date>, you will need to withdraw your child from this extra-curricular activity. We have waiting lists for many of our extra-curricular activities and will offer the place to the next child on our waiting list if payment of fees is not received by the specified date. This may mean your child will not be able to restart the activity if you pay the fees after this date and they would need to join the waiting list.

Our Extra-curricular Activity Payment and Debt Policy is published on the school website. If you have any queries or wish to discuss this matter please contact the school office.

Yours sincerely

Elizabeth Hodgson
Headteacher