

INCOME POLICY
(version 16.0)

Name of the School: Weston Favell CE Primary School

Committee/Person(s) Responsible: B,F&A Committee
Headteacher

Review Date: March 2024

Policy written by Governors' FA & P Committee and adopted at Full Governing Body meeting November 2004.

Document Reviews

Version	FA & P	Adopted Full Govs	Comments	Initial
1.0	Oct 2004	Nov 2004		JT
2.0	Jan 2005	April 2005		JT
3.0	Jan 2007	April 2007	No changes	JT
4.0	Jan 2008	April 2008	Additional appendix re school meals procedures	JT
5.0	Jan 2009	April 2009	No changes	JT
6.0	Feb 2010	April 2010	Appendix re school meals removed. Appendix re PALS inserted.	JT
7.0	Feb 2011	07.04.11	Clarification on 'Late Fees' procedures for PALS	JT
8.0	Jan 2012	29.03.12	Addition relating to Shining Stars	JT
9.0	Jan 2014	27/03/2014	Amendments to reflect Academy Conversion and Office staffing restructure.	MG
10.0	Jan15	April 2015	Fees element taken out	MG
11.0	Mar 2016	17/3/16	No changes	MG
12.0	Mar 2017	Jul 2017	Changes made to PALS payment procedures and Shining Stars Fees	TC
13.0	Mar 2019	July 2019	Removal of wording 'Shining Stars'	TC
14.0	Mar 2020	Mar 2020	Changes made to the PALS payment terms and methods.	TC
15.0	Mar 2022	N/A	No change	TC
16.0	April 2023		Session fee costs for PALS changed Changed payment information from Scopay to Arbor Session fee costs for Pre-School Changed	KW

INCOME POLICY

Introduction

The Governing Body of Weston Favell CE Primary School is committed to ensuring that the resources available to the school are used effectively in order to realise the school's aims and objectives. An important aspect of this work is the efficient management of all income due to the school.

Aims of the policy

The aims of this policy are:

- a) To provide a clear framework within which all school income is administered and monitored.
- b) To make clear the lines of accountability with regard to the administration of income and to ensure that appropriate checks and safeguards are in place.
- c) To ensure that the school's management and administration of income complies with DfE / EFA / LA Financial Regulations.

1 Delegated Responsibilities

The Governing Body delegates responsibility for all matters relating to income as follows:

The Business, Finance and Audit Committee will be responsible for:

- a) The setting and regular review of Charging and Income Policies.
- b) Receiving reports to ensure that income is dealt with in accordance with school policy, and Academies Financial Handbook / Accounts Direction.

The Headteacher will be responsible for:

- a) Overseeing the work of the Business Manager and Finance Administrator and so ensuring that all income generated is received in line with school policy, and Academies Financial Handbook / Accounts Direction
- b) Ensuring that there is an adequate division of responsibility for the collection and banking of income.
- c) Ensuring that teaching staff are made aware of and follow correct procedures with regard to collection of income from pupils.

2. Income Processing procedures

- i. All income received, other than from PALS club and Pre-School, will be passed to the Business Manager and Finance Administrator who will keep a record of income received.

- ii. PALS and Pre-School income will be recorded by the manager or supervisor
- iii. The receipt of income in respect of debtor's invoices and non-invoice income, will be recorded promptly on Access Financial.
- iv. VAT will be accounted for in accordance with the guidance given in the Academies Financial Handbook / Accounts Direction
- v. Income will be held in the safe pending banking according to school financial procedures. All keys will be taken off site overnight and weekends.
- vi. Income will be banked promptly.
- vii. The Finance Administrator will issue receipts to school debtors.
- viii. A monthly reconciliation will be undertaken by the Business Manager / Finance Administrator and authorised by the Headteacher to ensure that all income banked appears on the bank statement.

3 Credit Control

- a) The credit terms available to school debtors will be 14 days from the date of invoice, except for the PALS (Pre and Late School) club and Pre-School where separate income procedures are applied. (Appendices 1 & 2))
- b) Where debts are outstanding beyond the invoice due date the following procedure will be adopted:
 - i. At 7 days past due a telephone call will be made to the debtor requesting immediate payment.
 - ii. At 14 days past due a letter will be sent to the debtor requesting immediate payment.
 - iii. At 28 days past due a letter will be sent by the Headteacher requesting immediate payment.
 - iv. At 60 days past due a letter will be sent by the Chair of Governor advising that legal action will be sought if immediate payment not received.
- c) A report on income including an aged debtor report, listing outstanding debtors, will be submitted to the Head Teacher on a monthly basis and to the Finance and Personnel Committee 3 times a year.

4 Bad Debts

- a) Write off of a debt will only be considered when the credit control procedures have been exhausted.
- b) Any write off will be subject to the policies and guidance set out in the Academies Financial Handbook and Accounts Direction.
- c) Bad debts will be reported to the Business, Finance and Audit committee in the first instance with recommendation being presented to the full governing body for a decision about appropriate action.
- d) All decisions will be clearly documented in the minutes of the meeting.
- e) Previous bad debtors will only be supplied with goods or services if paid for in advance.

5 Review

This policy will be reviewed annually by the Business, Finance and Audit Committee.

INCOME PROCEDURES FOR PALS CLUB

Sessions Fees

- Breakfast Club 7.45am-8.45am - £4.00 per session
After School Club 3.15pm-5.45pm - £8.00 per session

Payment Terms & Methods

1. At the time of the school booking a sessions for the forthcoming Term on Arbor the cost will be added to your account.
2. Payment of sessions can be made online at anytime via Arbor app or portal.
3. The school will send out termly statements, which will show the cost of sessions for that term together with any payments received. Parents should pay the amount showing on the statement.
4. Fees for each term are explained and documented in the PALS contract and should be adhered to at all times.

Late Fees

1. If fees are not paid on time, the school will write to the parent/carer, requesting payment. Parents/carers who are having difficulty making the payment on time should contact the school office as soon as possible.
2. If fees have not been paid by the end of the second week (14th day), the Head Teacher will issue a formal warning to the parent/carer. This may result in their child's place at PALS being withdrawn.
3. If payment is not received by the end of the third week (maximum 21 days arrears) after all options have been explored, **the child's place at PALS will be withdrawn and all pre-booked sessions being cancelled.** Unpaid fees will be passed on for collection.

Cancellation Of Sessions

If you wish to cancel PALS sessions, the request must be received by the school in writing at ; least two weeks before the end of the school term. Sessions will then be cancelled for the following term.

Late Collection

1. Children should be collected from PALS by 5.45pm. Late collection fees will be due from 5.50pm at a rate of £1 per minute per child. An additional fee of £25 will also be charged for any child collected after 6pm.
2. The time of arrival by the parent will be noted in the PALS register and the Arbor account will be charged accordingly.

Childcare Vouchers & Working Tax Credit

PALS encourages and supports eligible parents/carers to claim the childcare element of the Working Tax Credit, and to make use of Childcare Vouchers.

INCOME PROCEDURES FOR PRE-SCHOOL

FEES

Session times -	Morning 8.30am – 11.30am Afternoon 12.30pm – 3.30pm Full time 8.30am – 3.30pm (Lunch club chargeable at £3 per day)
Session fees	£15.00 per session (for chargeable sessions) £3 per day for Lunch Club

Children are entitled to government funding on the term after their third birthday. This entitles all children to 15 hours free childcare each week. Certain eligible children are entitled to 30 hours per week, (information on eligibility can be found at Gov.uk), which can be split between different pre-school settings. Parents/carers who would like their child to attend more than 15 hours per week (and are not eligible for 30 hours) will be charged at our current session rate.

These prices will be reviewed annually.

Our places are allocated according in accordance with the School's Admissions Policy.

1. Parents paying for any sessions or lunch club at Pre-School are given an invoice at the end of each month which must be paid in full by the 7th day of the following month. i.e fees for March would be due by 7th April.
2. Payment is due via Arbor app or portal.
3. Invoices & statements will be issued monthly.

LATE PAYMENT

1. If fees are not paid on time, the school will write to the parent/carer, requesting payment. Parents/carers who are having difficulty making the payment on time should contact the school office as soon as possible.
2. If fees have not been paid by the end of the second week (14th day), the Head Teacher will issue a formal warning to the parent/carer. This may result in their child's place at Shining Stars being withdrawn.
3. If payment is not received by the end of the third week (maximum 21 days arrears) after all options have been explored, **the child's place at Pre-School will be withdrawn** Unpaid fees will be passed on for collection.

Please help Pre-School to avoid using these sanctions by paying fees on time and advising the School office immediately when there are any circumstances that might lead to payment problems.

Parents/carers may speak to the School office if they have any queries about this fees policy.

CHILDCARE VOUCHERS & WORKING TAX CREDIT

Please note that as a registered childcare provider, we encourage and support eligible parents/carers wishing to claim the childcare element of the Working Tax Credit, and who wish to make use of Childcare Vouchers. Please contact the School office for more details.