

Pupil Recharge Policy - This policy outlines the requirements for pupil recharges to be charged to the school bill.

Pupil recharges make up a small percentage of the overall bill that parents receive each term, however, the additional recharges on the bill are scrutinised by many parents, for this reason there should be no surprises when a bill is received. The following should be in place to ensure that parents are aware of all that is charged on their bill.

Parental Consent

- Parents should approve, in advance, any charges that are to be charged to their school bill. It should also be established that the parent granting approval is the bill payer.
- Time should be given for pupils to contact parents to ensure that approval is granted – there should be no on-the-spot recharges.
- Where appropriate, a signature should be taken as confirmation of prior parental approval

Timing of Recharge

- All extras should be charged no later than the term in which they occurred
- If providing a pupil with an item, a charge should not be submitted to Finance until the pupil is in possession of the purchased item – i.e photographs, t-shirts

School Trips

- There is a limit of £60 recharge per trip – this can cover either deposit or payment towards the trip. Payment for charges above this amount should be requested by either cheque or bank transfer (bank details available from Finance on request)
- Any charge for a school trip should be charged in the term prior to the trip – i.e Summer term trip should be charged no later than the Lent term

Cash Advance

- Cash advances to pupils should only be provided in emergencies. A cash advance should not be approved without prior consent of the Fees Controller (Soraya McKee)

Extras not to be charged on the bill

- Cash donations to charity
- Contributions to leaving gifts
- Purchase of raffle tickets

All extras are to be provided to the Finance department in a timely manner. Where possible lists should be provided in excel format, otherwise complete and legible recharge lists should be given along with clear and comprehensive instructions. All extras recharges should include the name of the person responsible for the recharge, so that we can direct any parental queries on the charge accordingly.