

Oxfordshire Hospital School (Outreach Teaching Charging Policy)

Person responsible for Policy:	
Date to Governors:	
Date Agreed:	
Review Due:	
Is this Policy to appear on school website:	Yes
Is this Policy to be displayed in Reception:	

Headteacher's Signature:	
Date:	
Signature of Chair of the Governors:	
Date:	

When a school refers a pupil to the Outreach Teaching Service they are agreeing to pay a weekly charge for the education provided. This is clearly stated in the Oxfordshire Hospital School (OHS) Admissions Policy and on the Referral form completed by the school.

The charges for the 2018/19 academic year are:

Stage	Annual	Weekly
Primary (Years R-6)	£2806.76	£71.96
Key Stage 3 (Years 7-9)	£3946.70	£101.19
Key Stage 4 (Years 10-11)	£4481.25	£114.90

Recharges or invoices for Schools and Academies will be made on a half-termly basis based on the number of weeks support given during that term.

Any outstanding income for invoices raised will be reviewed each month by the School Business Manager and pursued to ensure OHS receives all monies. The Debtor will be sent a reminder after 30 days, a second reminder after 60 days and then the Leader of Learning for Outreach Teaching will contact the school to agree the next course of action, which may include withdrawal of support from OHS.

Once identified, no debt may be cancelled except by full payment, or by writing-off in agreement with the Local Authority. The Headteacher shall submit regular reports to the Governing Body of amounts proposed for write-off. The debts shall be formally considered and endorsed by the Governing Body and recorded in the minutes. Write-offs will be recorded on an annual basis and be available for Governor and Local Authority inspection.