

CHARGING POLICY

Updated September 2013

1. General Principles

The Education Reform Act 1998 requires Governing Bodies to determine and publish their policy on charging for school activities. This policy is in accordance with this requirement.

The School Governing Body is committed to the general principle of free education. In determining the charging policy the Governors have been mindful of the LEA's policy.

The Governing Body recognises the valuable contribution that a wide range of activities, including school visits and clubs can make towards all aspects of pupils' education. The Governing Body would therefore wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

2. Aims

This statement sets out the school's attitude to charging, describes each type of activity, which will be charged for and explains when charges will be made.

3. Charges

All education provided within school hours will be free. This includes materials, equipment and transport provided in school hours by the LA or the school to carry pupils between school and its activity.

- 'School hours' are those when the school is actually in session and do not include the break in the middle of the day.
- All parents will be informed about school hours in the school prospectus.
- All parents will receive a summary of school charges in the school prospectus.

The Governing Body reserves the right to make a charge to cover the full cost for the following activities which may from time to time be organised by the school.

N.B. No charges will be made which exceed the actual cost.

3.1. Activities outside school hours

Parent will only be charged for activities that happen outside school hours, when these activities are not a necessary part of the National Curriculum or religious education and when parents agree to pay.

3.2. Trips and Visits

Parent will only be charged for activities that happen outside school hours, when these activities are not a necessary part of the National Curriculum or religious education and when parents agree to pay.

A charge may include an allowance for the cost of supervision by school staff for the activity but only if those members of staff have been given a separate contract / formal letter to provide the optional extra.

When parents accompany pupils on an out of school activity, they may be invited to make a contribution towards the cost of transport and / or the activity.

3.3. Breakfast and After School Club

Parents will be charged for their child attending breakfast and / or the after school club. Charges include the provision of a meal / snack. Charges and arrangements are set out in the Extended Services Charging Policy.

3.4. Music Tuition

Charges may be made for teaching music either to an individual pupil or to pupils in groups up to four. Voluntary contributions will be invited for group music tuition from outside companies who may be engaged from time to time.

3.5. Materials and Ingredients

Voluntary payments may be requested of parents of all pupils to cover the cost of materials and ingredients used by pupils in practical subjects such as baking, technology models and craft work, prior to the activity taking place.

3.6. Lost Equipment

Parents will be expected to replace or purchase lost items of school property such as text books, library books etc.

3.7. Breakages and Damages

Parents will be charged for wilful or negligent damage to school property, buildings or furniture by their child.

3.8. Voluntary Contributions

The school may invite parents and others from time to time to make voluntary contributions towards any part of the school's work and to permit the provision of activities, which might not otherwise be possible.

Parents will be informed at the planning stage of these activities where it is decided that a voluntary contribution is necessary.

No pupil will be left out of any activity provided in school time because his or her parents cannot or will not make a contribution of any kind if asked to contribute.

Fundraising and sponsorship will also be used to subsidise these additional activities.

4. Miscellaneous Charges

4.1. Lettings

The Governing Body has adopted the DCC Charging policy for lettings which includes a caretaking fee, energy cost and per capital charge which is worked out individually for each letting. Charges and arrangements are set out in the Lettings Policy.

4.2. Photocopying

Staff and others may use the school photocopier at a cost of 5p per black & white copy and 10p per colour copy.

4.3. Private Telephone Calls

Staff and others using the school telephone may do so at the normal BT costs.

5. Collecting and Banking Sums Collected

5.1. The school will maintain records of all charges collected.

5.2. All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account. (*See Financial Regulations and Roles and Responsibilities*)

6. Policy Review

This policy will be reviewed on an annual basis by the Governing Body's Finance Committee and will be adjusted in line with any subsequent guidelines from the DCSF or LEA.