

YENTON PRIMARY SCHOOL



CHARGING POLICY

Ratified by Governors Dated...21st October 2015
Reviewed 23rd March 2016

1 Introduction

1.1 Legislation – Education During School

The DfE in its guidance to School Governors states that “education provided during school hours must be free. The definition of “education” includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity.” It goes on to advise that “although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind)”

1.2 Education Outside School Hours

The DfE in its guidance to School Governors states that “Parents can 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. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 described activities, which can be charged for as “optional extras”.

2 Remissions

The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where parents are in receipt of Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

3 Voluntary contributions

3.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

3.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

3.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events.

4 Residential visits

4.1 If the school organises a residential visit in school time, which is to provide education directly related to the National Curriculum, we do make a charge to cover the costs of board, lodging and travel expenses.

5 Music tuition

5.1 All children study music as part of the normal school curriculum. We do not charge for this.

5.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

6 Swimming

6.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

7 Lunchtime and out of hours clubs

7.1 If the school uses other agencies to provide this service, charges made by these companies will be passed onto the parents of those children who attend. However, if the provision is made by school staff, there is no charge.

8 Private fees

8.1 Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (eg. Mid year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

9 Monitoring and review

9.1 This policy is monitored by the governing body, and will be reviewed in two years, or earlier if necessary

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

ISSUES	POLICY
Residential Courses in school time.	<p>Parents are required to meet the full cost of the residential visit, except children eligible for free school meals (pupil premium, not universal free school meals), where the cost may be supported from the School Fund account, by prior agreement with the Head Teacher</p> <p>If the income for each activity does not meet the overall cost, such activities may have to be cancelled.</p>
Activities outside school hours not within the National Curriculum	<p>Parents are required to meet the full cost, except children with statements and children eligible for free school meals, where the cost may be supported from the School Fund account, by prior agreement with the Head Teacher</p> <p>If the income for each activity does not meet the overall cost, such activities may have to be cancelled.</p>
Individual Instrumental Music Tuition	Where the school provides a peripatetic tutor, parents will be charged for the tuition at 50p per week.
Ingredients/materials for practical subjects	Parents are encouraged to provide materials for practical subjects, but no child will be disadvantaged because of parents' inability/reluctance to pay. Where necessary, school will pay the cost of this.
Lost school equipment, books, etc	Parents may be requested to replace school equipment, books, etc. which have been lost by their child.
Breakages and damages to school buildings, furniture or property	Wilful damage to school buildings or property by a pupil may be charged to parents by the school.
Freedom Of Information Act request – photocopying of school record	If any parent requests a copy of their child's school record, as they entitled to do so, there is a 10p per photocopy page charge to reflect the costs incurred through collation, checking data protection details and then photocopying.
Visits by other professionals (e.g. artists, writers, pantomimes)	A charge may be made for these extra activities.

Signing or verification of official documents by staff (e.g. Citizenship and passport applications etc.	A charge of £5 per application will be made.
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Signed:.....**Date:**.....