



## **Charging Policy**

## **CHARGING POLICY**

This policy has been approved by the Governing Body.

### **Educational Visits**

No charge may be made for educational visits (or other activities) which take place wholly or mainly in school hours.

Voluntary contributions may be sought. However, any request for such contributions must make it clear:

- that there is no obligation to contribute
- that pupils will not be treated differently according to whether or not their parents make any contribution.

The suggested level of voluntary contributions will be based on the overall cost of the visit (transport, admissions, number of accompanying adults, non-contributing children) less any subsidy from the PTA, School Fund, School Allowances etc.

The standard wording to be included in letters to parents will be:

"You are invited to make a voluntary contribution towards the cost of this visit/activity. No children will be excluded for financial reasons, although the arrangements may need to be changed or cancelled if not enough money is raised."

In the event of the visit taking place wholly or mainly *outside* school hours, the same arrangements will apply if the visit is provided:

- specifically to fulfill statutory duties relating to the National Curriculum
- specifically to fulfill statutory duties relating to religious education.

In other circumstances the visit (or other activity) may be regarded as an "optional extra".

### **School Journeys**

These normally take place "wholly or mainly in school hours" as defined by the Department For Education.

No charge may be made for participation although voluntary contributions may be requested as for educational visits and other activities.

Charges may be made for board and lodgings, but any charge levied on a pupil must not exceed the actual cost of providing board and lodging for that pupil.

Remission of the full costs of board and lodgings will be allowed for parents in receipt of Income Support, Family Credit or Housing Benefit by the Authority. The standard wording to be included in letters to parents will be: "The charge for board and lodging is..... In addition you are invited to make a voluntary contribution of..... towards the cost of the journey thus making a total of .... No children will be excluded or treated differently according to whether their parents have made a voluntary contribution, although the arrangements may need to be changed or cancelled if not enough money is raised."

It is possible for a school journey or other activity in school time to be organised by a third party which would be able to make charges. No such arrangements will be sanctioned at this school, however.

All journeys must comply with the Authority's "*Instructions for School Journeys and Educational Visits*".

### **Optional Extras**

Charges may be made for "optional extras". These are activities which take place wholly or mainly outside school hours and which do not meet any of the criteria set out above. Such activities might include "clubs" and sports teams as well as visits and journeys at weekends or during holidays.

Charges can include payment for:

- a) travel costs
- b) a pupil's board and lodgings costs
- c) materials, books, instrumental and other equipment
- d) non-teaching staff costs
- e) entrance fees to museums, castles, theatres etc.
- f) insurance costs.

The charge for individual pupils cannot include an element to subsidise those whose parents are unwilling or unable to pay. Any such subsidy must come from other sources.

Charges can include the cost of engaging teaching staff and providing them with travel and board and lodging if they:

- a) are not already employed by the LA or the governing body
- b) are employed to provide individual tuition in the playing of a musical instrument
- c) are engaged on a separate contract for the particular activity.

Charges will not normally be made for participation in clubs run by school staff, although in certain cases this may happen. Such cases might include entrance fees to a chess championship, membership subscription, bird watching visits, etc.

When charges are made the parents of all participating children will be expected to pay unless they qualify for free school meals. The Head Teacher will, however, have the discretion to remit charges in other circumstances. Payment will then be subsidised from School Fund.

If charges include an element for the cost of teaching staff fees or expenses this must be made clear in any letter to parents. In such circumstances the Head Teacher is empowered to issue a contract on behalf of the governing body.

All charges must be approved by the Head Teacher.

All visits and journeys must comply with the Authority's "*Instructions for School Journeys and Educational Visits*".

### **Books, Materials etc.**

All materials, books and other equipment required for children's education during school hours will be provided by the school, although parents may enhance provision by, for instance, providing children with their own pens or pencils.

Parents may be invited to supplement provision by providing ingredients for cookery and materials for craft but individual children's participation will not be affected by their parents' willingness or ability to contribute. However, if contributions are made, parents must have indicated *in advance* their wish to own the product.

### **Instrumental Tuition**

Although no charges may be made for any tuition which is within school hours and which is part of the National Curriculum, it is possible to charge for instrumental tuition which is outside the National Curriculum, whether or not it is within school hours. Such charges can include tuition fees, sheet music and the hire and insurance of a musical instrument.

Charges for instrumental tuition within school will be in accordance with the Authority's procedures and regulations.

The Head Teacher will have the discretion to subsidise fees from School Fund, although such subsidies should be regarded as exceptional. The Head Teacher will have the discretion to allow parents to borrow or hire any instruments owned by the school.

### **Private Photocopying/Telephone Calls**

Private photocopying will be charged at 4p per copy to staff, parents and private establishments using the school site. A donation to the cost of private telephone calls will be expected dependent on the length of call and whether local etc. Private overseas calls should not be made. These will be subject to VAT regulations.

### **Income from Sales - Non-profit Making**

Some goods may be purchased through the school for the convenience of parents, pupils or teachers. The school will not seek to make a profit from these sales. Goods in this category include revision guides, recorders, etc.

### **Income from Donations**

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

### **Income from Lettings**

The Resources Committee annually review and set charges made for use of school premises. The charges include actual caretaking costs, insurance and a premises charge. The Resources Committee will endeavour to avoid charging the PTA for its activities in the school. See Lettings Policy for further details.

### **Other charges**

The Head Teacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

**Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

**After School Club /Breakfast Club Charges.**

Charges for After School Club or Breakfast Club are made in accordance with the current list of charges as stated in the Galaxy terms and conditions. The charges are designed to cover costs only.