



*St. Saviour's Church, Coalpit Heath.*

## **The Manor C of E Primary School**

### **Policy: Charging Policy**

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**Approved:**

..... Headteacher

..... Chair of Governors

## **1 Rationale**

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Education Service. Under the Education Reform Act, 1988, schools are not able to charge parents for any activity taking place wholly or mainly during school hours.

We recognise, however, that many educationally valuable activities and visits to enhance the children's learning are available at additional cost. Our teachers will make parents/carers aware of these opportunities and invite them to make voluntary financial contributions in whole or in part to enable the experience to proceed.

## **2 Aims**

To establish clear procedures for dealing with monies collected from parents.

## **3 Guidelines**

During the school day, defined as 8.55 am – 3.30 pm Monday to Friday (not including the mid-day break), all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and activity. A charge will be made in the following circumstances for activities organised by the School, however no pupil will be prevented from participating because parents/carers cannot or will not make a contribution:

### **3.1 Day Visits**

A letter will be sent before each trip, detailing costs and requesting permission from parents/carers for the child to participate. Voluntary contributions towards the cost of the trip will be sought. These will be calculated in such a way that they broadly cover the cost of the trip.

If any parent is unable or unwilling to pay all or part of the cost involved, this will in no way prevent the child or children from participating.

If too few or no parents volunteer to pay, it may mean that the trip will not take place and any monies pre-paid will be refunded.

Discretion will be exercised by the staff regarding families on low income and/or with more than two children in the classes involved regarding payment.

### **3.2 Residential Visits during school time**

Parents/carers will be charged for the full cost of children's board and lodgings and the school will invite voluntary contributions to meet other costs. If the trip does not take place because there are insufficient contributions to cover the costs, any monies pre-paid will be refunded. The deposit paid for a residential visit that subsequently goes ahead would be deemed to be unrefundable.

### **3.3 Residential Visits outside school time**

Parents/carers will be charged for the full cost of the visit, including the following: pupil's travel and subsistence costs, materials, books, instruments, full staff costs, entrance fees to museums, castles, theatres, etc. and insurance costs.

### 3.4 Music Tuition

The cost of tuition fees for music lessons taught by peripatetic teachers to individuals or small groups will be met by parents. If a school instrument is used, there will be a hire cost payable to school, to cover maintenance of the instrument.

Tuition fees are calculated by dividing the teacher's fee by the number of children who have signed up for lessons. As these costs have to be met whether or not children complete all the lessons, a term's written notice from parents is required if a child decides to discontinue lessons.

In cases of hardship the Governors will consider in their absolute discretion the remission of fees (in full or in part) for those pupils who they consider would benefit from such tuition.

### 3.5 Classroom Materials

No charge will be made for materials or equipment. However, for certain practical activities (technology, food activities etc) parents/carers may be invited to provide materials or ingredients on a voluntary basis. Where parents/carers would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

### 3.5 School Property

The Governors reserve the right to charge parents/carers if their child is found to be responsible for the wilful destruction of school property.

### 3.6 Refunds

The Head and Governors will consider refunds, when possible, for pupils not participating in an activity, however coach fares cannot generally be refunded.

## **4 Remissions**

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will offer to remit in part or in full the cost of board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum. The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity parents will be invited to apply to the Headteacher in confidence, for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors and Chair of Finance.

### **4.1 Eligible Benefits** (these are subject to change)

- Income Support
- Job Seekers Allowance (Income Based – not Contribution Based)
- Child Tax Credit, but are not entitled to Working Tax Credit and your annual income (as assessed by the Inland Revenue) does not exceed £16,040.00
- Support under Part VI of the Immigration & Asylum Act 1999
- The 'Guaranteed Element' of Pension Credit

## **5 COMMUNICATION**

The following paragraph, or similar wording, will usually be included in all correspondence with parents regarding school trips/activities covered by this policy:

“All students will need to take a packed lunch with them. Students who receive Free School Meals will be provided with a packed lunch, unless parents inform us otherwise. You are invited to make a voluntary contribution towards the cost of this trip. The actual cost works out as £ ... per child. No student will be discriminated against on the grounds of inability to pay, but if sufficient money is not raised by voluntary contributions, then the visit will not go ahead. In the rare event of cancellation after the visit has been booked, it may not be possible to repay contributions in part or in full.”