

WHEELWRIGHT LANE PRIMARY SCHOOL



CHARGING POLICY

Reviewed December 2016
To be reviewed every 3 years

Introduction

We want each of our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remission, and is informed by Government and Local Authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

Education

Aim: To follow the basic principle - that education should be free of charge if it takes place during school hours. Parents and others have the right to information about school hours, and this information is included on the school's website as well as being freely available by contacting the school office.

We will not charge for the following:

- An admission application
- Education provided during school hours, including the supply of books, materials, instruments or other necessary equipment.
- Education provided outside school hours if it is part of the National Curriculum the pupil is studying or part of religious education.
- Music tuition, if the tuition is part of the national Curriculum (except for the circumstances listed under Musical Tuition below).
- Set examinations where the children have been prepared by the school.

Musical Tuition:

We will charge for teaching either an individual pupil, or pupils in groups, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil and is at the request of the parent. This is usually taught by specialist music tutors from County Music Service.

Charges will be determined by the Headteacher and Governing Body. Family circumstances will be taken into account when applying charges as we are committed to make music tuition accessible and affordable for all children.

Education Partly During School Hours

Sometimes an activity may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge can be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours.) As an example, a long distance trip might involve much travel before and after normal school hours, but if the time spent at the destination falls mainly within school hours, the trip would count as happening in school time and be free of charge. By contrast, a trip which involved leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place outside school time and charges would then be allowed.

Residential Activities

Special rules apply for residential activities. A trip counts as falling within school time when the number of school sessions missed by the pupils amounts to half or more of the number of days taken up by the activity. Each school day is normally divided into two sessions and each 24-hour period is divided into two half days beginning at noon and midnight. On this basis, a term-time trip from noon on Wednesday to 9pm on Sunday, would last for nine half-days, including five school sessions, and would count as taking place in school time. A trip from noon on Thursday to 9pm on Sunday would count as seven half days, including three school sessions, and would therefore be classified for charging as taking place outside school time.

For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made either for the education or the cost of travel, although a voluntary contribution may be sought. However, charges can be made for board and lodging in these circumstances.

Voluntary Contributions

Although we do not charge for most of our school-time activities, we invite parents to make a contribution to make school funds go further. If a particular activity cannot take place without some help from parents, this is explained to parents during the planning stage. The essential point is that no pupil will be left out of an activity because his/her parents cannot or will not make a contribution of any kind. It may be necessary to state that the activity will not take place if parents are reluctant to support it. Contributions must, however, be genuinely voluntary. The terms of any request for contributions must be made clear:

- a) that there is no obligation to contribute; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- c) for some trips we may operate a system so that the cost can be spread over a longer period.

There is no limit on the level of voluntary contribution, which parents or others can make to school activities, nor is any restriction placed upon the use which can be made of such contributions. Parents could be asked to contribute towards part of the cost of the visit or activity, and the rest could be met from the proceeds of general fund raising events or the Parent's Association.

Families of pupils in receipt of pupil premium may, in consultation with the Head Teacher, be eligible for financial support with regard to a range of school visits.

Remission and concessions

Parents who have contributed voluntarily may have a refund if their child is unable to take part in the trip through illness.

We may also choose to subsidise, in full or part, charges for certain activities, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.

Damage to property and breakages and replacement Charges

Parents will be asked to pay for the replacement of equipment, materials, etc where items need to be replaced due to wilful damage or careless loss. We will also seek to recover the cost of wilful damage or breakages to property belonging to a third party where the school has been charged. The charge will be at the Head teachers discretion based on replacement cost and value of the lost/damaged item.

This policy has been reviewed by Head Teacher on 9th December 2016.

Signed _____

This policy has been approved by the Governing body on 31st December 2016.

Signed _____

This policy will be reviewed every 3 years and updated as necessary.

Appendix 1

Information to be included in a school trip letter (*Sample letter attached*)

- Opening paragraph to inform of links to NC, educational reasons for visit etc.
- Which classes are included
- Dates and times of visit
- Lunch arrangements (non fizzy drinks in a disposable container - no glass bottles)
- Special clothing requirements as necessary
- Request for adult help
- To be included in all trip letters to parents:

The voluntary contribution for the trip is £.... If you think that making this contribution will be difficult, please do not hesitate to contact us as we may be able to spread the cost over a longer period. Unfortunately, if there are a large number of families who do not send in the contribution, the visit may have to be cancelled.

- Acknowledgement of P/A contribution or similar
- Tear-off reply slip, to give parental permission (if outside the 15 mile radius) and inclusion of voluntary contribution. Also to include child's name, class and parent's signature.

Appendix 2

Sample letter:

Date:

Dear Parents

Conkers - The Hands on Experience at the heart of the National Forest

In conjunction with our Science topic "Living Things in the Environment", Year 1 and 2 will visit "Conkers" near Ashby-de-la-Zouch on Tuesday 10th June 2012.

We will leave school at approximately 9.30am and return at approximately 3.00pm after some "hands on" Science involving "Habitats and Minibeasts" and "Underwater Wonderland".

A packed lunch in a disposable bag will be required, also a non-fizzy drink in a throw-away container (no glass bottles) please. Suitable clothing will be essential - old trousers and casual tops, with waterproof coats and wellies/strong shoes if the forecast is for rain. No uniform will be necessary on this trip.

We would be grateful if some parents could accompany us on our visit. We will need about 4 parent helpers to assist us on the day. Please let us know if you will be able to join us.

The voluntary cost for this trip will be £7.35 per child. If you think that making this contribution will be difficult, please do not hesitate to contact us as we may be able to spread the cost over a longer period. Unfortunately, if there are a large number of families who do not send in the contribution, the visit may have to be cancelled.

Yours sincerely

Class Teacher

.....

Conkers Visit

Child's Name Class

I give permission for my child to visit Conkers and enclose a voluntary contribution of £7.35 to cover the cost of the coach and visit.

Signed.....(Parent/Guardian)