

Takeley Primary School
Charging Policy
With Effect from March 2014

Charging for activities connected with schools

In general, no charge can be made where education is provided wholly or mainly during school hours that are part of the national curriculum. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums during school hours.

Voluntary contributions

Takeley Primary School may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment
- school funds generally

The contribution must be genuinely voluntary, though, and the pupils of the parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

There is no legal reason why a school should not invite parents/carers to make voluntary contributions towards the cost of providing activities within and outside school hours.

Residential trips

Takeley Primary School shall charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, pupils whose parents are in receipt of the following support benefits will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income Based Job Seekers Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £13,910
- Guarantee element of State Pension Credit

A similar entitlement applies where the trip takes place outside of school hours but it is a necessary part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus is religious education. If the trip takes place outside school hours and **does not** form part of the above, the school can make a charge for transport.

Instrumental Music tuition

Charges will be made for instrumental music tuition where a specialist teacher from external sources is used.

Invoices for music lessons are sent out before the start of each term with a 'to pay by' date. Unless monies are received lessons will be cancelled.

Charges for “finished products”

Takeley Primary School can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where the parents have indicated in advance that they would like their child to either bring home the finished product or consume the product in school.

Optional extras

This kind of activity can be charged for where the activity takes place outside school hours. This can include:

Pupil's travel costs.

Board and lodging

Materials, books and other equipment

Non-teaching staff costs

Entrance fees to museums, theatres etc.

Insurance costs

The cost of engaging a teacher, who is already employed by the Authority, on a contract for service, as distinct from a contract of employment, specifically for the activity.

Clothing

Although no charge can be made for “equipment” for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents can therefore be asked to provide their children with such things as PE kit, protective aprons and sports kit.

Current Charges

School Meals - £2.00 per meal, paid weekly

Swimming - £3.70 per lesson, 6 lessons per block

Trips - amount depends on coach costs and any entrance fees

Music Lessons - £6.50 per lesson, 10 lessons paid termly in advance

Forest School - £2 per trip

Breakfast Club - £3.50 per session

Some clubs (Dance/Hockey) £1 per session

School Meals

All school meals for the forthcoming week should be paid for on a Monday. No dinner

money will be accepted on other days unless there are exceptional circumstances.

We do not have school arrears for dinners. If meals are not paid for children are not provided with a meal. Parents/Carers will be contacted and asked to provide a packed lunch.

Forest School

Monies for the Forest School Bus is either paid for termly or weekly on the Monday before going. If monies are not paid we will expect Parents/Carers to transport their own child/children.

Updated March 2014

Approved by Governing Body on (Date)

The above policy shall be reviewed annually unless the Finance committee decides otherwise.

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