



**BRIMINGTON
JUNIOR SCHOOL**

CHARGING POLICY

Review Procedures

This statement will be reviewed regularly by the Governing Body's Finance committee and will be adjusted in line with any subsequent guidelines from the DCSF or LEA.

Aims

This statement sets out the school's attitude to charging, describes each type of activity which will be charged for and explains when charges will be made.

Principles

All education provided within school hours will be free. This includes materials, equipment and transport provided in school hours by the LEA or the school to carry pupils between school and its activity. "School hours" are those when the school is actually in session and do not include the break in the middle of the day.

All parents will be informed about school hours in the school prospectus.

All parents will receive a summary of school charges in the school prospectus

The school may invite parents and others from time to time to make voluntary contributions towards any part of the school's work and to permit the provision of activities, which might not otherwise be possible.

Charges may be made for teaching music either to an individual pupil or to pupils in groups up to four. Voluntary contributions will be invited for group music tuition from outside companies who may be engaged from time to time.

General fundraising and sponsorship will also be used to permit additional activities. Parents will be informed of the decision to ask for contributions at the planning stage of activities.

No pupil will be left out of any activity provided in school time because his or her parents cannot or will not make a contribution of any kind if asked to contribute.

Parents will only be charged for activities that happen outside school hours (e.g. After school Clubs) when these activities are not a necessary part of the National Curriculum or religious education and when parents agree to pay.

A charge may include an allowance for the cost of teachers from the school who supervise the activity but only if those teachers have been given a separate contract/formal letter to provide the optional extra.

When parents accompany pupils on an out of school activity, they may be invited to make a contribution towards the cost of transport and /or the activity.

If a request is made under the Freedom of Information Act which requires a large amount of time and/or resources to prepare, the Governing Body may determine a charge reflecting this, but will not charge for smaller requests.

MORE DETAIL:

1. **WHEN ORGANISING A SCHOOL VISIT** we ask parents for a donation based on the actual cost. We have made it clear that all school visits are subject to enough pupils wishing to participate and donating enough money to cover costs. We can and do support families whenever the occasion arises and we feel the request is warranted. No pupil will miss a trip due to an inability to pay. The difficulty arises when it is not inability but rather reluctance to pay.
2. **VISITING MUSICIANS, THEATRE GROUPS ETC.**

We try and cover the cost of this, when it involves the whole school or a large majority, through school fund or PFTA funds. In all other cases we ask for a donation and will support as above.

3. MUSICAL TUITION ETC.

Where tuition is offered by a permanent member of our staff there is no charge (eg recorders, choir).

Where a visiting tutor gives lessons in school we charge the pupils either:

- a. The actual cost as charged by the tutor.
- b. The hourly rate shared evenly between those receiving tuition.

Recent changes to the charging structure for musical tuition mean that children who previously received a reduced rate will now be charged the full amount by the music service. Where appropriate the school will continue to subsidise these children. There is no planned profit margin. Repairs and maintenance of loaned instruments is contracted to the parents of the pupils borrowing them.

4. PRIVATE REPROGRAPHICS

Private reprographics are permitted at the discretion of the headteacher. Where reprographic equipment is utilised for private purposes charges will be as follows:

Black and White copies 4p per copy
Colour copies 10p per copy

5. PRIVATE TELEPHONE CALLS

Private telephone calls are discouraged except in emergency situations. In non-emergency situations the charges applied will be determined through scrutiny of itemised billing.

5. LETTINGS

The Governing Body will follow directions from the LEA regarding the use of the school premises. Charges and arrangements are set out in the LEA Lettings Policy.