

WELFORD, SIBBERTOFT & SULBY ENDOWED SCHOOL

CHARGING POLICY

Introduction

1. This charging policy has been compiled in line with DFE requirements and in accordance with Sections 449-462 of the Education Act, 1996 and informed by A Guide to the Law for School Governors 2010.

Welford, Sibbertoft & Sulby Endowed School prides itself on delivering a broad, innovative and balanced curriculum that is enriched through a variety of experiences. Many of these activities take place in school and some away from it. Some activities may be residential.

Some of the activities are provided free of charge, for example

- After-school activities led by teaching and support staff
- Visits within school hours from theatre companies, artists, performers etc.
- The cost of swimming instruction for children at Key Stage 2 (see section 14)

These activities are funded from either the School Budget (where Governors have granted permission for this to be the case) or from the School General Fund. However it must be acknowledged that the School General Fund used to support these activities is limited and that some activities cannot be funded without voluntary contributions from parents. The contribution must be genuinely voluntary and pupils of parents unable or unwilling to make a contribution will not be treated any differently. The school will inform parents of such activities as early as possible.

Where insufficient voluntary contributions are raised to fund an activity and the shortfall cannot be made up, then the activity will be cancelled.

Where parents are in receipt of any of the following, the Governing Body will agree to support their contribution from the School General Fund:

- Income Support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, with no element of Working Tax Credit, and a household income below £16,190 (as assessed by HM Revenue and Customs)
- Guarantee Element of State Pension Credit
- Universal Credit

Where children are in receipt of pupil premium funding then financial support from School General Fund will be given.

School Trips

2. Day Trips

No charge will be levied in respect of day trips that take place during school hours or are part of the National Curriculum (but also refer to section 12).

3. Residential trips – Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging, except where parents can prove they are entitled to the benefits described in Section 1.

4. Residential trips – Non-Essential

The school endeavours to provide the children with the opportunity to experience two residential visits whilst at WSSSES. These usually take place in Year 5 and Year 6.



An expression of interest will initially be sought in order to determine the potential costs involved and whether the visit will go ahead. Once an expression of interest is received, it will be assumed that parents are willing to make the contribution required as well as the fee for board and lodging.

If a residential trip is mainly in school time parents will be asked to pay the actual costs for accommodation and food and to make a voluntary contribution for the cost of travel and activities (except where parents can prove they are entitled to the benefits described in section 1).

Mainly in school time is defined as over 50% of the time on the trip. This is measured in half days (up to midday and then up to midnight) working on the school week of Monday to Friday.

Our residential trips are mainly run in school time. If a residential trip is run which is not mainly in school time, parents of participants will be asked to pay for the full cost.

School Fund subsidises all staff costs as well as cover costs whilst staff are away supporting residential visits and these costs are not part of the final cost requirement from parents.

Where insufficient voluntary contributions are raised to fund a residential visit, and the shortfall cannot be made up, then the visit will be cancelled.

Examination Entries

5. A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

Materials & Textbooks

6. Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, a voluntary contribution towards the cost of ingredients may be requested.

Music Tuition

7. The school levies charges in respect of individual / group music tuition if the teaching is not an essential part of the National Curriculum.

Activities Outside School Hours

8. No charge will be made for activities outside school hours that are part of the National Curriculum or Religious Education, or that form an essential part of the syllabus for an approved examination.

9. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

10. 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 Headteacher may decide.

11. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Voluntary Contributions

12. Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of these activities. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.



The following is a list of additional activities organised by the school which require voluntary contributions from parents. The list is not exhaustive:

- Visits to museums
- Sporting activities which incur transport expenses
- Outdoor adventure activities
- Theatre visits
- Musical events

Lettings – see separate policy

Other charges

13. The Headteacher 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.

Swimming and PE

14. The school organises swimming lessons for children at Key Stage 2 to enable them to develop the skills required to swim 25 metres. These are held during school hours and form part of the National Curriculum. We inform parents when these lessons are to take place and seek written permission for children to take part in these lessons.

We may request voluntary contributions towards the cost of transport to and from these swimming lessons.

We may also make small charges for sports badges and certificates as appropriate.

Remissions Policy

15. In the event that a planned activity has to be cancelled, the school will deduct any charges actually incurred from the contributions received. The net sum will be divided between parents in proportion to the contributions actually received. The amount due to parents will be either repaid or credited against the contribution requested for the next activity.

16. The Headteacher or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

17. The Headteacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Signed
Chair of Governors

Date

