



## **Market Weighton Infant School** **Charging Policy**

### **Introduction**

This policy conforms to the Education Act 1996: Section 457 and the Education (School Sessions and Charges and Remissions Policies) Regulations 1999.

### **Aims**

1. To make a broad programme of activities and visits accessible to as many pupils as possible
2. To maintain fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by charges.
3. To ensure that all charges are fair and reasonable.

### **CURRICULUM ACTIVITIES**

#### **Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions (ie. if more than 5 children per class have not contributed), we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. Any insurance costs will be included in contributions. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre or from theatre companies
- musical events
- specialist visitors in school

#### **Photocopying**

The use of the photocopier by outside agencies or for private use is charged at:-

3p per A4 copy  
6p per A4 double sided  
6p per A3 copy  
10p per A3 double sided  
10p per A4 colour copy  
20p per A3 colour copy

These charges will be reviewed two-yearly.

### **The Freedom of Information Act**

The Freedom of Information Act allows parents the right to ask for copies of various reports. There is a charge of £10 per report to cover costs of the resources and administration time. The fee is to be paid when the parent receives the report.

### **Damages to or Loss of School Property**

The school will seek payment from parents for damages to or loss of school property caused wilfully or negligently by their children. The school will invoice the parent. The invoice must be paid within four weeks of the invoice date. Parents must contact the school during the first week of receiving the invoice, if they wish to negotiate a regular payment scheme over an extended period. In exceptional circumstances, the Headteacher may set a nominal amount, rather than the real cost of the repair or replacement.

Lost/ damaged reading or library books are charged at £3.00 per book.

### **Invoices and Inter-departmental Accounts**

The school must receive payment of an invoice or IDA within four weeks of the invoice date. If payment is not received a reminder will be sent. If the school receives payment by cheque, which later is 'returned to drawer' the school will charge an additional £10.00 for costs incurred. The school may also insist that the invoice is paid in cash. A receipt will be issued on receipt of all payments.

### **Statutory Remission**

Statutory remission (release of charges) is given when the parent qualifies for:

- Income Support;
- Income-based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (assessed by the Inland Revenue) does not exceed £15,575;
- Guaranteed State Pension Credit

The Charging Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.

Policy author	S.Kay-Wood
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