

1. **REVIEW PROCEDURES**

This statement will be reviewed on an annual basis by the Governing Body Finance Committee and will be adjusted in line with any subsequent guidelines from the DfE. Currently this policy follows the advice provided in November 2013 by the DfE.

2. **AIMS**

This statement sets out the school approach to charging and voluntary contributions including the types of activity and when payments will be requested.

3. **PRINCIPLES**

- All education provided within school hours will be free. This includes materials, equipment and transport provided in school hours by the LA or the school to carry pupils between school and the 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 have access to this policy on the school website.
- The school may invite parents and others from time to time to make voluntary contributions toward any part of the schools work to permit the provision of activities which might not otherwise take place. They will be informed of this in advance.
- Charges may be made for teaching music either to an individual pupil or to pupils in groups up to four. Voluntary contributions may be invited for group music tuition from outside companies who may be engaged from time to time. Music Tuition provided at parents request will be charged for by the provider.
- General fund-raising 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. These pupils will not be treated any differently to their peers.
- Parents will only be charged for activities that happen outside school hours (after school activities) when these activities are not necessarily part of the National Curriculum or religious education and when parents agree to pay. These activities will be free for children eligible for Free School Meals (i.e. are eligible for the relevant benefits) and any charges will be based on the number of participants.
- No charges will be made which exceed the actual cost.
- A charge may include an allowance for the cost of supply teachers and non-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.
- A residential trip counts as falling within school time if the number of school sessions missed by pupil’s amounts to half or more of the number of half days given up by the activity. No charge will be made for a residential activity taking place largely during school time or which meets the requirements of the syllabus for public examination or to do with the National Curriculum or religious education. If most of the time spent on residential activity occurs during school hours no charge will be made except for board and lodgings.

- For a residential activity largely in school time travel costs will be requested only if travel takes place outside school hours.
- Charges may be made for board and lodging on residential courses in school time except for pupils whose parents are receiving certain benefits (i.e. those that qualify for entitlement to Free School Meals). The headteacher will advise all parents of the right to claim such free activities if they inform us they are receiving benefits.
- When parents accompany pupils on an out of school activity, they may be invited to make contribution towards the cost of transport and/or the activity.
- A charge will be made for residential trips falling mainly outside school time.

4. **SCHOOL CHARING AND CONTRIBUTIONS FOR PUPILS AND ARRANGEMENTS FOR PAYMENT**

As a guide the following voluntary contributions or charges may be requested of parents of all pupils to cover the appropriate costs.

Activity	COST	WHEN	NOTICE GIVEN
Visiting Theatre or music groups	£2.00-£3.00	1 or 2 per annum	2 weeks minimum
Local visits	£5.00-£15.00	Approx. once per term	3 weeks minimum
Educational Visitor	No contribution	1 or 2 per annum	
Residential Trips <small>(not in school time/board lodgings)</small>			
Year 2/3	Up to £75	Annually	5 months – extended payment time
Year 6	Up to £150	Annually	5 months – extended payment time

In addition, parents are requested to make a voluntary contribution in Foundation towards the cost of additional snack and drinks. No pupil is treated any differently nor contributions pursued if it is not forthcoming.

5. **MISCELLANEOUS CHARGES (OTHER THAN THOSE FOR PUPILS)**

- **Charge for Lettings**

The Governing Body will follow directions from the LA regarding the use of school premises. Charges and arrangements are set out in the LA Letting Policy (though this is different for the Sports Hall as this is a community resource and we have a school lettings structure for this).

- **Charges for Photocopying**

Staff and others may use the school photocopier at a cost of 5p per A4 copy.

- **Private Telephone Calls**

Staff and other using the school telephone may do so at the normal BT costs.

6. **COLLECTING AND BANKING SUMS COLLECTED**

- The school will maintain records of all monies collected.
- All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account. (See Financial Regulations and Roles and Responsibilities Document).

Updated October 2015, Oct 2016, Sept 2017