

SOUTH ASHDOWN SCHOOLS' FEDERATION



POLICY FOR CHARGING

Date: September 2017

Review Date: September 2019

Signed:

Chair of Finance & Resources Committee

Signed:

Executive Headteacher

Date.....

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of swimming, where a voluntary contribution towards the cost of the transport is requested.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the school are responsible for determining the content of the policy and the Executive Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Executive Headteacher and Governing Body.

Publication of information

This policy will be published on the school website.

Charges:

1. Residential Trips

If the school organises a residential trip in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of the board and lodging. If parents are experiencing financial difficulties they are invited to write in confidence to the Executive Headteacher (also please see the section on Remissions Policy)

2. Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. If however the school introduced individual tuition in the playing of a musical instrument then a charge would be levied.

3. Activities Outside School Hours

No charge is made for activities that are outside of school hours (optional extras) and are part of the curriculum, and provided by staff. However, we may ask for a contribution towards the costs for the following:

- Travel
- Materials and equipment
- Non teaching staff costs
- Entrance fees
- Insurance costs

4. Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Executive Headteacher in consultation with the Chair of the Governing Body may decide it right to

make a charge. Each incident will be dealt with on its own merit and at their discretion.

5. Extra Curricular and School Clubs

Clubs and activities provided by third parties will be chargeable

6. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Governing Body and form part of our separate Lettings policy

7. Other charges

The Executive Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

Remissions

If the parent/guardian of a pupil is in receipt of free school meals/pupil premium, charges in respect of board and lodging may be remitted in full upon written request.

To qualify for free school meals/pupil premium the parent/carers must be in receipt of one of the benefits below:

Income Support

Income Related Employment and Support Allowance (NOT Contribution Based ESA)

Income Based Job Seekers Allowance (NOT Contribution Based JSA)

Child Tax Credit (but NOT getting Working Tax Credit) and combined annual, income as assessed by HMRC, is not above £16,190

Guarantee Element of Pension Credit

National Asylum Seekers Support (NASS)

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to make a contribution to cover the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, 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. 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. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.
- Swimming - The school organises swimming lessons for some children in Key Stage 2. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards the transportation costs of this activity as funding received does not fully cover this. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.