

# Netherseal St.Peter's C E Primary School

Charging Policy July 2018

## **Review Procedures**

This statement will be reviewed annually and will be adjusted in line with any subsequent guidelines from the DfE or LA.

## **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 LA 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 on the school website.

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 notified at the planning stage if contributions will be required.

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

Parents will be charged for activities that happen outside School hours 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 staff from the School (or supply staff) who will be expected to supervise an activity.

Charges may be made for board and lodging on residential courses in school time except for pupils whose parents are receiving certain benefits. The Head teacher will advise all parents of the right to claim such free activities if they are receiving benefits.

## SCHOOL CHARGES FOR CHILDREN AND ARRANGEMENTS FOR PAYMENT

The following voluntary payments will be requested of parents of all children to cover the costs

Materials for	Cost	When	Notice given
Consumables for Technology models	£0.50 - £1.00 or model to be left in school.	On going	

Admission charge for:	Cost	When	Notice given
Local trips	£3 - £20	Approx three times per year	3 weeks minimum
Visiting theatre or music groups	£2 - £4	Approx twice per year	3 weeks minimum
Y4/Y5/Y6 residential trip	Up to £175	Annually	3 months minimum

### MISCELLANEOUS CHARGES (OTHER THAN THOSE FOR PUPILS)

#### Charges 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 lettings policy.

#### Charges for photocopying

Staff and others may use the school photocopier at a cost of 10p per A4 copy.

#### Charges for laminating

Staff and others may use the school laminating machine at a cost of 75p per A4 sheet.

#### Private telephone calls

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

### COLLECTING AND BANKING SUMS COLLECTED

The school will maintain records of all charges 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.)

This policy was approved by governors on 12<sup>th</sup> July 2018