

St. Paul's C of E Primary School



Charging Policy

Reviewed – November 2018
Next Review Date – November 2019

St. Paul's C. of E. Primary School

CHARGING POLICY

School Aim Statement

“Everyone working together to create a caring Christian learning environment which inspires children to celebrate their unique potential and become a responsible, considerate, involved and happy member of God’s world”.

For School Activities

Aim: to follow the basic principle – that education should be free of charge if it takes place during school hours. Parents and others have the right to information about school hours, and this information is included in the school prospectus. This complements the information given in Chapter 23 of the Guide to the Law for School Governors. The law on charging for school activities is set out in sections 449 – 464 of the Education Act 1996.

Swimming

Parents are asked to make a contribution towards TRAVEL to and from the swimming pool. All the costs for instructors are met by the school.

Musical Instrument Tuition

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil or pupils in a group to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Voluntary Contributions

The school will routinely ask for voluntary contributions ‘for the benefit of the school or any activities. This is understood to include all educational visits. In support of this the Governors at St. Paul’s Primary School have decided the following:

1. Where the trip / visit is in support of the core curriculum parents will be asked for voluntary contributions but the trip / visit will go ahead irrespective of the final amount of contributions made. No registered pupil will be left out of a core curriculum activity because his / her parents / guardians cannot or will not make a contribution of any kind.
2. Where the trip / visit is not curriculum based, voluntary contributions from parents will be asked for and it will be clear in the correspondence that the trip will only go ahead should the costs be covered completely. For some trips we may operate a system so that the cost can be spread over a longer period.

There is no limit on the level of voluntary contribution which parents or others can make to school activities, nor is any restriction placed upon the use which can be made of such contributions. Parents are asked to contribute towards part of the cost of the visit or activity, and the rest could be met from the proceeds of general fund raising events. All requests for Voluntary Contributions will have been made on the basis of covering costs – they are not intended to make profit.

Education Partly During School Hours

Sometimes an activity may happen partly during and partly outside school hours. If half or more of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge can be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours.) As an example, a long distance trip might involve much travel before and after normal school hours, but if the time spent at their destination falls mainly within school hours, the trip could count as happening in school time and be free of charge. By contrast, a trip which involved leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place outside school time. Charges would then be allowed.

Residential activities

Special rules apply for residential activities. In cases of financial hardship the school will seek to support the cost of the visit. This will normally be in situations where parents can PROVE that they are in receipt of state funded benefits:

Remission

Parents/guardians who have contributed voluntarily may have a refund if their child is unable to take part in the trip through illness.

Freedom of Information Act 2000

Requests for school policy documents will be charged at 5 pence per single sided A4 sheet. Charges made to members of staff and other educational bodies will be at the discretion of the Head Teacher.

Optional Extras

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to support an optional extra. This includes supply teachers engaged specifically to provide the optional extra.
- The cost, or proportion of the cost, for teaching staff employed to provide tuition.
- Childcare for Nursery and School children.

Replacement Charges

Parents will be asked to pay for the replacement of equipment, materials, etc. where items need to be replaced due to wilful damage or careless loss.

The charge will be at the Head Teachers’ discretion, based upon replacement cost and value of the lost/damaged item.

This policy has been approved by the Resources Committee – 18th November 2018.

This policy will be reviewed annually and updated as necessary.

Policy signed: _____ (Chair of Governors)

Policy signed: _____ (Head Teacher)

Dated: _____

Review Date: November 2019