



Charging Policy

Date: November 2012

Person Responsible: Head Teacher

Review Date: November 2013

SCHOOL POLICY ON CHARGING

INTRODUCTION

The School Governing Body is required by law to publish a policy on charging for school activities.

The Education Reform Act 1988 establishes the basic principle that the education provided by any maintained school for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school admission charge and no charge for any related activity which takes place during school time.

However, there are exceptions to this general statement as follows:

1. A charge *MAY* be made in respect of individual tuition in playing any musical instrument, provided that it is not part of the National Curriculum or part of the syllabus for a prescribed examination;
2. Parents *MAY* be invited to voluntarily provide their children with particular items to release resources from the school budget for other purposes;
3. Voluntary contributions *MAY* be requested, in cash or kind, to support the teaching of practical subjects, particularly if the finished product is to become the eventual property of the parents;
4. For all residential visits deemed to be within school hours, or part of the National Curriculum or part of the Syllabus for a prescribed Public Examination, a charge for board and lodging will be made, except for families in receipt of family credit or income support;
5. Optional visits occurring outside of school hours *MAY* be charged in full;
6. Voluntary contributions *MAY* be requested for the benefit of the School or for a specific activity;
7. All requests for voluntary contributions must make it quite clear that there is no obligation for parents to pay;
8. If there are insufficient funds forthcoming from voluntary contributions to pay for a particular activity, that activity *MAY*, at the discretion of the Headteacher, be cancelled.



STATEMENT

The Governors endorse the following policy:

1. Voluntary contributions can be invited from parents towards the cost of school activities which are related to the life and work of the school. Such contributions will be genuinely voluntary and no child whose parents feel unable to contribute will be treated differently from the rest;
2. Parents not wishing to make a voluntary contribution in whole or part, but wishing their child to be included, must make the fact known directly to the Headteacher, who will treat any such approach in the strictest of confidence;
3. School visits and activities will be planned in advance and voluntary contributions will usually be invited through individual letters to parents. The letter, asking for such support, will outline the proposed visit, the cost, the educational value and its relationship to the school syllabus;
4. If insufficient voluntary contributions are received and the trip is considered by the Headteacher not to be financially viable, then it will be cancelled and any monies received will be returned;
5. Within the school's disciplinary code, compulsory charges can be made by the school for replacement of broken windows or fittings, defaced or damaged text books or any other damage or loss occurring as a result of pupils' bad behaviour. Unpaid charges, legally recoverable, will be recouped, together with any resultant costs, as a civil debt;
6. This policy statement is to be included in the school prospectus issued to all parents and will also be available for reference at the school office at all times;
7. Amendments to the above policy will be made if and when necessary.



CONCLUSION

The value of music, craft, cookery and school visits which are integrated within the curriculum is accepted by the *Governors* as being educationally sound and being of good practice offering the children a variety of experience.

Whilst recognising the value of such activities, financial educational resources available are limited and therefore each activity must be cost effective.

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Ratified by *Governors*:

Head Teacher:

Chair of *Governors*:

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