

## **CHARGING POLICY AUTUMN 2016**

### **INTRODUCTION**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. However due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

### **CHARGING FOR VISITS**

#### **a) All Visits**

The group leader should always ensure that parents are notified as early as possible as to:

- how much each parent will need to pay or be asked to contribute towards the cost of the visit;
- how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element).

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, etc.

#### **b) During Normal School Hours**

In all schools, except Independent Schools, visits which occur during school hours must be provided free of charge. However, parents can be asked to make a voluntary contribution towards the cost of the trip. In reality the value of the requested contributions equates to the total cost of the visit (or more to allow for those parents who cannot or will not contribute) and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled - parents must be notified of this contingency. A letter about the visit is sent out to parents and contains a reply slip with space for parental signature.

Pupils whose parents/guardians do not contribute cannot be discriminated against.

#### **c) Outside Of Normal School Hours/Optional Extras**

The Headteacher can charge parents for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:

- falls wholly or mainly outside school hours, i.e. a residential trip during the school holidays is an optional extra.
- does not form part of the National Curriculum or the statutory requirements for religious education.

The parents' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing.

### **SCHOOL FUND**

All parents are required to contribute annually to School Fund. The amount, agreed by the Governing Body, is payable at the start of the academic year. The fund is used to subsidise filtered water in all classrooms and provide healthy food for class parties.

### **AFTER SCHOOL CLUBS**

Parents wanting their child to participate in after school clubs are required to make a contribution.

### **INDIVIDUAL INSTRUMENTAL TUITION**

Where individual tuition in the playing of a musical instrument is provided, parents are required to make a contribution so that the costs are covered in full.

### **INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)**

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'. This is particularly relevant for the cost of materials/ingredients for Design and Technology.

### **PENALTY PAYMENTS**

#### **Fixed Penalty Notices (FNP)**

To promote good attendance, FNPs are issued in accordance with the Attendance Policy.

#### **Late Collection Fees (LCF)**

To deter parents from collecting their children late from school, a LCF is charged. Pupils collected between 4.00pm-4.15pm are charged £5. Thereafter, an additional £5 is charged for every half hour the pupil remains uncollected. The fee applies per collection not per pupil.

Parents/carers are always expected to contact the school providing a reason for the late collection and an estimated collection time. The Headteacher has the authority to reduce or waive the fee in exceptional circumstances; for example, if the collector is involved in an accident on the way to collect the child.

#### **BROKEN EQUIPMENT (REPLACEMENT)**

The Governors will allow the Headteacher to ask pupils and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupil's part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

#### **REMISSIONS**

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair or Vice-Chair of Governors.