

Queensgate Foundation Primary School



Charging Policy October 2017

Working together for a successful future



CHARGING POLICY
Queensgate Foundation Primary School

Policy Review

This policy will be reviewed in full by the Governing Board on an annual basis.

The policy was last reviewed and agreed by the Governing Board on 5th October 2017

It is due for review on *Autumn 2019* (up to 24 months from the above date).

Signature *B. Little* Head Teacher Date *10/10/2017*

Signature *Dr. W. M. M.* Chair of Governors Date *10/10/17*



We are aware that under the Education Reform Act 1988 that no charge can be made for education in school hours and that every child has the right to receive free school education.

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

Therefore, any activity which takes place mainly during school hours or is an essential part of the curriculum will be provided free of charge.

We are aware that we are able to ask for voluntary contributions from parents when organising educational visits which will enrich the curriculum and the educational experiences of children.

AIM

- To outline what the school can and cannot charge for.
- To outline the school policy for voluntary contributions and remissions.

PROCEDURE

Role of the Governing Board

The GB has:

- delegated powers and responsibilities to the Headteacher to ensure that school personnel, parents and pupils know the details of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the GB;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure that school personnel, parents and pupils know the details of this policy;
- ensure that everyone complies with the implementation of this policy;
- monitor this policy;
- annually report to the GB on the effectiveness of this policy

Conditions when charges cannot be made

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours;
- for the National Curriculum programme out-of-school hours;
- part of a syllabus for an agreed examination for a pupil;
- for statutory religious education;
- for musical tuition as part of the National Curriculum;



- for education provided on any educational visit during the school day;
- for education provided on any educational visit outside school hours;
- for the cost of supply teachers substituting for absent teachers on residential visits with pupils;
- for the entry to public examination which is on the prescribed list;
- examination re-sits

Charges for transport cannot be made when:

- transporting pupils to or from the school premises;
- transporting pupils to other premises where arrangements have been made for them to be educated;
- a pupil needs to sit an examination;
- an educational visit has been planned

Conditions when charges can be made

Charges can be made when:

- a parent/carer wishes their child to own any specific materials, books, instruments or equipment;
- a pupil fails to meet any examination requirement of a syllabus;
- the school has not prepared a pupil for an examination;
- property or equipment has been damaged as a result of a pupil's behaviour

Charging for Optional Extras

- optional extra activities if parents are willing to accept a charge for the costs;
- an activity that takes place outside school hours;
- any activity provided they do not exceed the actual cost of the activity;
- any materials, books, instruments, equipment or tuition fees for providing education that is not part of the National Curriculum or of a syllabus of a prescribed examination or part of religious education;
- the cost of board and lodging on a residential visit;
- transport provided for any activity;
- musical tuition that is not part of the National Curriculum

Charges may be levied for:

- optional extra activities if parents are willing to accept a charge for the costs;
- an activity that takes place outside school hours;
- any activity provided they do not exceed the actual cost of the activity;
- any materials, books, instruments, equipment or tuition fees for providing education that is not part of the National Curriculum or of a syllabus of a prescribed examination or part of religious education;
- the cost of board and lodging on a residential visit;
- transport provided for any activity;
- musical tuition that is not part of the National Curriculum



Support for Parents/Carers

The GB will:

- support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties;
- inform parents/carers that if they can prove they are on state benefits then they will not be charged board and lodging fees for any residential visit;
- create a school fund with the assistance of the PTA that will support parent/carers who are unable to pay voluntary contributions

Voluntary Contributions

- We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

We will inform parent/carers:

- if planned activities depend on voluntary contributions for part or all of the cost;
- that there is no obligation on them to make voluntary contributions;
- that an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions;
- that no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay

Remissions

We will remit any charge wholly or partly if any activity takes place:

- mostly within school hours or;
- partly within and partly outside school hours

Monitoring the Effectiveness of the Policy

Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the GB.



