

WESTWOOD PARK PRIMARY SCHOOL

Charging Policy 2018/19

Approved by Governors

Signed

Date 12th July 2018

Date of Review July 2019

Charges for School Activities

The Education Act 1996 outlines the activities for which charges can be made or voluntary contributions sought. The Charges for Music Tuition Regulations 2007 provide further advice in respect of charges in this area.

The Education Act 1996 gives schools the discretion to charge for optional activities provided wholly or mainly out of school hours, and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours. No charge may be made for education during school hours. School hours do not include the lunch break. School hours for the academic year 2017/18 are;

Morning	8.55am to 11.30pm FS
Afternoon	1.00pm to 3.00pm
Morning	8.55am to 12.00pm KS1 and 2
Afternoon	1.00pm to 3.00pm

The Governors will operate the following policy on charges and voluntary contributions;

The school will charge in the following circumstances allowed by the Act:

Music Tuition

There will be no charge for Looked After Children.

Materials

Ingredients and materials for cooking and CDT (Craft, Design and Technology):

- Materials will be charged for, or parents will be required to supply these, if the parents have indicated in advance a wish to own the finished product.

Residential Trips

Any charge made in respect of a school trip will be set to recover the cost of the trip only; it will include no profit or provision for recovery from non-payment.

Charges will be made for board and lodging except for pupils whose parents receive;

- Income support
- Income-based Jobseekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit
- The guaranteed element of State Pension Credit.

Outside Term-Time

A charge will be made for a trip held outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

Charges may be made for all of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.

Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, eg outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will clearly state:

- the proposed activity may not take place unless a substantial majority of parents contribute
- a suggested amount for a contribution to cover costs.

Remission

It is the policy of the Governing Body:

- to remit charges for school activities to parents in receipt of income support and working family tax credit who have been unable to give a donation except for residential trips deemed to be 'outside school-time' which will be assessed on an individual basis
- to look at individual cases where parents/carers have been unable to give a donation

Other Charges

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

Income from Lettings

A separate policy is in place for letting of school premises. The Finance Committee annually review and set charges made for use of school premises. The charges include actual caretaking costs and a premises charge. All staff responsible for collecting income are made aware of the current charge rates and are aware of VAT implications.

Equipment

Governors expect that pupils will attend school with the appropriate equipment such as pens, pencils etc.

Approved

Chair of Governors Date

Headteacher Date

Review Date