

# Charging Policy



**Approved by:** K. Atwal

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## **Charging Policy**

The Governing Body recognises the valuable contributions that the wide range of additional activities, including clubs and educational visits can make towards pupils' personal and social education.

This policy aims to clarify what is liable for charging and what should be left for voluntary contribution. The policy follows the legislation set out in the Education Act 1996: Sections 402,450 - 458,460.

The policy will be available to parents on request.

### **1. Voluntary Contributions**

#### School Visits (Day)

Voluntary contributions will be sought from parents for activities such as educational visits. All letters sent to parents publicising a particular activity will normally make it clear that voluntary contributions are being sought. It will emphasise that there is no obligation to contribute and that no pupil would be omitted from the activity because his or her parents/carers are unwilling to or unable to contribute. However, it will be made equally clear that such activities will not take place if parents/carers are reluctant to support it.

To ensure that parents/carers have adequate time to consider and arrange payment for school visits, letters are sent home several weeks in advance and for more expensive trips, payment can be made in instalments. Parents/carers should also be advised that a small charge (currently £1.00 per pupil) will be added to the cost of the first trip in order to cover the insurance costs for the year.

#### Y6 Residential Visits

For school activities involving at least one night away from home, there will be a charge for the cost of providing board and lodging, transport and activity costs. The residential visits would not take place unless there was enough financial support. This can be paid in instalments to help families spread the cost of the trip. Assistance may be available in cases of financial hardship. Parents are invited to contact the Head teacher to discuss this further.

#### Enrichment activities in the Foundation Stage and Year 1

Voluntary contributions will be sought from parents to fund enhancements to the curriculum. A letter sent to parents publicising particular activities will explain that weekly voluntary contributions of £1.00 are being sought, to support the costs of resources beyond those the school normally supplies from its curriculum budget (e.g. tropical fruit salads, printing photographs, etc.). It will emphasise that there is no obligation to contribute and that no pupil would be omitted from the activity because his or her parents/carers are unwilling to or unable to contribute. However, it will be made equally clear that such activities will not take place if parents/carers are reluctant to support it.

#### Curriculum Enrichment Fund

All parents (Year 2- 6) are asked to make a voluntary contribution towards the Curriculum Enrichment Fund, and the amount for 2021/2022 will be £18 per child per school year. This enables the school to subsidise some of the costs of visits from experts such as authors, dancers or theatre groups or other special events. This fund may also be used to provide resources for classrooms that are not normally supplied, for instance, extra art materials or cooking

ingredients. It will be made clear that no pupil will be prevented from participating in curriculum activities because his/her parents cannot, or will not, make a contribution.

### Visiting theatre groups, artists and musicians.

The delivery of the curriculum is greatly enhanced by visits from professional artists. As with school visits, voluntary contributions will be sought in order to fund these activities. The school may also use money from the Curriculum Enrichment Fund to subsidise some of the cost of these activities.

## **2. Breakages and Losses**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be to the cost of replacement or repair, or such lower cost as the Head teacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge will be to the cost of replacement or repair, or such lower cost as the Head teacher may decide.

The loss of a classroom or school library book will be charged for. The current rate is the actual cost of the book or if the cost is unknown, £5. An increased charge of £10 maybe issued if the book is a curriculum book from the 'Schools Library Service'. Pupils who lose a school pen can have it replaced the first time, but any subsequent lost pens will be charged for (£1)

## **3. Out of School Hours Clubs**

There are currently many out of school hours clubs, many of these are run by the staff on a voluntary basis e.g. choir, art, Lego, general knowledge, board games and football.

We also permit external clubs to run after school, Karate, Chess, British Sign Language etc. This clubs either manage the costs themselves or we ensure that we charge the families sufficient costs to cover the club.

Charges from September 2023

|  |  |
|--|--|
| Afterschool clubs led by members of staff  | £45. per term (monies to School Fund)                              |
| All out of hours clubs led by external providers (Karate, Gymnastics etc.)                       | Costs will be defined by the provider and passed on to the family. |
| Lunchtime clubs led by members of staff  | No charge  |
| Afterschool or lunchtime clubs related to raising attainment (booster classes or homework clubs) | No charge  |

Opportunities arise from time to time for the pupils to have arts or sports activities led by specialised professionals. In order to take advantage of these new experiences, the actual cost per session will be calculated and families consulted.

## **4. Morning and Afterschool Clubs**

Highlands Primary School support families both before and after school, and have set up our own in-house morning and after school clubs, run by Highlands staff.

The times and prices are as follows:

### Morning Club

8:00am to 9:00am - £4.50

7:45am to 8:00am - £0.50

(food will not be provided)

### After School Club

3.30pm to 4.30pm - £5.50

4.30pm to 5.20pm - £5.50

3.30pm to 5.20pm - £11.00

(Snacks will be provided, e.g. toast/bread and jam.)

These clubs function on a pay-as-you-go basis. This will enable our parents, who may need childcare on individual days, to access the club we provide, as well as those who wish to come on a regular basis. Parents/ carers must pay prior to their child attending/ up front.

## **5. Music Tuition**

Music Tuition was not renewed post pandemic due to lack of interest amongst the families. However, attempts have been made to renew the lessons and these may resume in September 2023.

## **6. Nursery charges for unfunded places**

The school can provide additional nursery places to parents that have not received their full 30-hour allocation.

The school will invoice the parents each half term for every available additional session at a cost of £5.50 per hour.

## **7. Remissions Policy**

The Head teacher, Finance Committee or the Governing Body, may remit in full or part, charges in respect of the pupil, if they feel it is reasonable in the circumstances.

The Head teacher, Finance Committee or the Governing Body, may decide not to levy charges in respect of a particular activity, if they feel it is reasonable in the circumstances.

**Approved by the Governing Body in July 2023**