

QUEENSWAY PRIMARY SCHOOL



Charging Policy

2018-21

Charging Policy Statement

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Charges cannot be made for

The Governing Body of the School recognise that legislation prohibits charges for the following;

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;

- Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance costs
- Vocal and musical instrument tuition.
 - Any other education, transport or examination fee unless charges are specifically prohibited
 - Breakages and replacements as a result of damages caused wilfully or negligently by pupils
 - Extra-curricular activities and school clubs
 - Any extended school activity
 - Damage/vandalism/loss to and of school property
 - Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy)

Remission

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are;

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £16190 for 2010-2011 (in respect of this item account will need to be taken of any revision to the amount)
- Guarantee element of State Pension Credit
- An income related employment and support allowance.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following;

- a) Charges for activities wholly or mainly outside school hours where appropriate. On such occasions no pupil will be disadvantaged solely by their inability to pay.
- b) Voluntary contributions from parents for school activities in school time which can only take place if there is sufficient voluntary funding, whilst ensuring that no pupil is debarred solely by the inability or unwillingness of parents to pay.
- c) To cover the cost of some materials used by the children to make items, which they may take home. All children will take part in the activities, whether or not contributions are made.

- d) To pay for damage to school property for which their children are responsible where reimbursement is appropriate.
- e) A 25% discount for parents of children in receipt of free school meals, Looked After children and Service Personnel.

School will maintain funds which will be used to subsidise pupils whose parents receive income support, child tax credit or family tax credit and cover the cost of activities where voluntary contributions have not been met and it has been agreed by the Governing Body that these activities should take place.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to cover;

- Costs associated with the above.

School Meals *(if delegated)*

The Governing Body will determine and publish annually the price to be charged for school meals.

Date of Policy approval September 2018

Date of Policy review September 2021

Policy approved

Chairperson