

Summerfields

PRIMARY SCHOOL



Charging Policy

Reviewed: May 2017

Next Review: May 2019

Signed:

A handwritten signature in black ink, appearing to be the name 'Tom'.

SUMMERFIELDS PRIMARY SCHOOL
CHARGING POLICY

RATIONALE

We believe that all children should have an equal opportunity to benefit from school activities and visits, both curricular and extra-curricular, independent of their parents' financial means.

However, at times it may be necessary to ask for voluntary contributions in order to offer a wide variety of experiences to pupils. Pupils of parents who do not make such contributions will be treated no differently from those who have. See Education Act 1996 : Section 457 for further details.

Aims:

- To ensure that no child is excluded from an activity because parents are unable to pay.
- To notify parents of any voluntary contributions needed to fund an activity.
- To be clear about which activities a charge -
 - Will be made for
 - Will not be made for
 - Or waived

Responsibilities:

The Head and Governors are responsible for informing parents of any changes or voluntary contributions and any exemptions from these. They will also inform parents if it is necessary to cancel an activity due to insufficient contributions and to fund the trip or activity.

Charges will be made for any material, eg technology, clay, cooking, books or equipment, where a parent wishes their child to own them.

Charges will/may be made for music tuition if this is an optional extra.

Charges will/may be made for replacement of lost or damaged equipment and resources.

No charges will be made for -

- **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 the school's basic curriculum for religious education;**
- **Tuition for pupils learning to play musical instruments (or singing) 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;**
- **Entry for a prescribed public examination, if the pupil has been prepared for it at the school***
- **Examination re-sit(s)* if the pupil is being prepared for the re-sit(s) 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 the school's basic curriculum for religious education;**
- **Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;**
- **Transport provided in connection with an educational trip.**

***If a pupil fails, without good reason, to meet any examination requirement for a syllabus charge will be made.**

Activities for which charges may be made -

(Charges will not exceed the actual cost of provision)

- **Activities outside school hours**

Charges may be made for non-residential activities (other than those listed above) which take place outside school hours but only if the majority of the

time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

- **Remissions**

Where the parents of a pupil are in receipt of one or more of the following benefits

- **Income Support**
- **Income-based Jobseekers Allowance**
- **Income-related Employment and Support Allowance**
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **The guaranteed element of State Pension Credit**
- **Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)**
- **Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit**
- **Universal Credit**

The Governing Body will offer to cover in full the charge for the board and lodgings element of residential visits if the trip includes more than 50% of half days in school.

The Governing Body may wish to cover in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. Parents are invited to discuss this with a member of the Leadership Team in confidence. Authorisation for such remission will be made by the Head Teacher in consultation with the Chair of Governors.

Additional considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We shall publish notification of school trips and their approximate cost as far in advance as possible so that parents can plan ahead.
- There is a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.