



# **Charging Policy**

**Date Agreed by Resource Committee:  
09<sup>th</sup> November 2015**

**Date to be Reviewed: Annually**

## **Introduction**

- This document sets out the Charging Policy of Gallions Primary School and provides information to staff, students and parents on the circumstances where the school would charge for the cost of items or activities.
- No charge can be made for admitting pupils to maintained schools.
- Education provided during school hours (the time when school is actually in session, not including the break in the middle of the school day) and any activity undertaken as part of the National Curriculum must be free.
- The exception to this rule is for individual or group music tuition. Although, please see the later note with regard to music tuition at Gallions Primary School.

## **Voluntary Contributions**

- When organising school visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the visit.
- All contributions are voluntary.
- The level of contribution will be decided by the Headteacher or their delegated officer and is designed to cover the cost of the activity.
- Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.
- It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
- If we do not receive sufficient voluntary contributions, we may cancel a trip.
- If a trip goes ahead, it will include children whose parents have not paid any contribution.
- We do not treat these children differently from any others.
- If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.
- Sometimes the school pays additional costs in order to support the visit.
- The following is a list of additional activities organised by the school, which may require voluntary contributions from parents.
- This list is not exhaustive:
  - visits to museums;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to the theatre;
  - school trips;
  - musical events.
- Some sample letters are included in the Educational Visits policy

## **Residential visits**

- If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the educational aspects.
- However, we do make a charge to cover the costs of board, lodging and travel expenses.
- If parents are experiencing financial difficulty they are invited to write in confidence to the headteacher who will be able to advise on other possible sources of financial support, although this will not necessarily mean that the school will pay any fees. All cases of 'hardship' will be dealt with on a case-by case basis.

## **Music tuition**

- All children study music as part of the Gallions school curriculum.
- We do not charge for this.
- At Gallions, every child from Year 2 to Year 6 plays a string instrument and we make no charge for this.
- If additional music tuition is offered, parents may be charged for this.
- If parents are experiencing financial difficulty they are invited to write in confidence to the head teacher who will be able to advise on other possible sources of financial support, although this will not necessarily mean that the school will pay any fees. All cases of 'hardship' will be dealt with on a case-by-case basis.

## **Swimming**

- The school organises swimming lessons for all children in Key Stage 1. (Spring & Summer Term in Year 1 and Autumn Term in Year 2)
- These take place in school time and are part of the National Curriculum.
- We make no charge for this activity.
- We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

## **Activities Mainly Outside School Hours**

- The school may make a charge where it offers additional out of school activities, for example,
  - Breakfast Club
  - Lunchtime nursery supervision
  - netball, football or drama coaching where qualified coaches who are not members of the school staff run and organise these sessions, or where adults within school are being paid to organise the activity.
- Schools cannot and must not make a profit from charging for these activities.

- Participation in any out of school activity will be on the basis of parental choice and a willingness to meet the charges.
- Parental agreement is therefore a necessary pre-requisite for the provision of an activity where charges will be made.
- Parents will be advised of costs for activities out of school hours prior to the activity taking place.

### **Activities Not Run by the School or LA**

- When an organisation acting independently of a school or Local Authority arranges an activity to take place during school hours, they may charge for that activity.

### **Hire of Premises**

- All lettings of premises, in accordance with extended school guidance, will be charged on an individual basis, in line with the school's letting policy

### **Damages, Breakages or loss**

- The governors maintain the right to recover the full cost of any damage to and/or loss of school property or equipment from the parents of children involved. This includes reading books and musical instruments.
- The initial decision to seek recovery of costs shall be at the discretion of the Headteacher, having due regard to the circumstances of the loss or damage.
- In any matter of dispute arising over interpretation, the DFE and the Local Authority regulations currently in use will guide the Governors.
- Schools and local authorities **can** charge for:
  - any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them; and
  - music and vocal tuition, in limited circumstances (see page 3).
- The school can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

### **Charges in relation to the Freedom of Information Act**

- If we receive a request under the Freedom of Information Act, we follow the guidance for 'maintained schools on full implementation from January 2005'. We reserve the right to charge for any requests. Our charges include any costs reasonably incurred by the school:

#### **1. the prescribed costs**

- These are any costs reasonably incurred by the school:
- In determining whether we hold information of the description specified in the request;

- In locating and retrieving the information the cost of associated staff time.

2. the disbursements

- These are any costs directly and reasonably incurred by the school in:
- Informing the applicant whether we hold information of the description specified in the request;
- Communicating the information to the applicant.

**The Act allows governing bodies to charge for providing information. In principle the Department recommends that schools should charge to recover the costs to school resources that would otherwise support teaching and learning.**

### **Monitoring and evaluation**

This policy needs to have regular evaluation and monitoring to ensure it is being implemented and is effective.

The senior management team will monitor the policy.

**This Policy has been formally approved by the Resources Committee of Gallions Primary School.**

**See minutes of 14/01/13 Minute reference \_\_\_\_\_**

Signed by:

\_\_\_\_\_ Chair of Governors Date: \_\_/\_\_/\_\_

\_\_\_\_\_ Headteacher Date: \_\_/\_\_/\_\_