



**WOULDHAM ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL**








**CHARGING POLICY**

**POLICY ON CHARGING**

The aims of our Charging Policy are:






-  To adhere to the right of free school education.
-  To enable all pupils to take full advantage of the activities provided by the school.

The **objectives** of our Charging Policy are:

-  To ensure that activities offered in school time should be available to all pupils regardless of their parents' ability or willingness to meet the cost.
-  To identify those activities for which charges may be levied.
-  To determine which charges will be remitted for parents experiencing hardship.
-  To invite voluntary contributions for the benefit of the school in support of any activity organised by the school within normal school hours.
-  To provide the best value for money for parents.
-  To ensure that the responsibilities for the charging policy are clearly and appropriately allocated.
-  To ensure the regular review of operations of both Charging and Remissions Policies.


**Charging for Activities during School Hours (see also Remissions Policy below)**

The Governors agree that:








-  A charge may be levied for ingredients or materials in practical subjects if the parents wish to keep the finished product
-  A charge may be levied for the provision of music tuition to pupils, either individually or in groups of four or less, except where it is part of the National Curriculum.
-  A charge should be levied for the board and lodging element of a residential activity, where the school trip takes place mainly during school hours.
-  A charge may be levied for certain sports coaching activities where it would be too difficult to arrange out of curriculum time.
-  A charge may be requested to cover the cost of transport and certain admission fees for school trips and visits (including swimming).

**Charging for Activities outside School Hours (see also Remissions policy below)**

The Governors agree that:

-  A charge may be levied for activities provided outside of school hours, with the following exceptions:
  - If the activity is an essential part of the basic curriculum.
  - If the activity fulfils the statutory duties relating to religious education.

Charges **may** be defined as including;

-  Pupils' travel costs.
-  Pupils' board and lodging costs.
-  Materials, books, instruments and other equipment.
-  Non-teaching staff costs.
-  Entrance fees to museums, castles, theatres etc.
-  Insurance costs.
-  Engaging staff on a separate contract, specifically for providing the activity (the separate contract may take the form of a letter inviting the member of staff to undertake the specific activity in return for payment of expenses and, where appropriate, a fee).

Charges for individual pupils **may not**;

- ✎ Exceed the cost of providing the ‘optional extra’ activity divided by the number of participating pupils (i.e. must not incur a profit).
- ✎ Include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to pay.
- ✎ Include the cost of an alternative provision for other pupils who do not wish to participate, where a small part of the activity takes place in school hours

### **REMISSIONS POLICY**

On occasions, the Governors will remit charges for activities where parents are in receipt of;

- ✎ Income Support
- ✎ Income based Job Seekers Allowance
- ✎ Working Families Tax Credit
- ✎ Disabled Persons’ Tax Credit

The school will also apply this policy for parents of pupils who are eligible for ‘Pupil Premium’ and ‘Pupil Premium Plus’. The school will endeavour to include any new pupils transferring into the school mid year although the commitment will only apply from the April following the previous May census date.

If the parents’ circumstances fall into the above categories, they will not be charged;

- ✎ The cost of any residential trip, provided it is part of the National Curriculum although we will still receive any voluntary donation offered by the parent.

The Governors also delegate the power to the Chair of Governors and Headteacher to determine any individual case arising from the implementation of the policy.

We will seek voluntary contributions from parents for the benefit of the school or any school activities, but we recognise that;

- ✎ Such contributions are voluntary and no parent is under any obligation to make a contribution.
- ✎ Pupils will not be treated differently if their parents have not made a contribution.
- ✎ Parents will be informed of the level of contribution and if the activity could take place if parents were reluctant to support it.
- ✎ There is no level set on the limit of voluntary contributions sought.

### **STATEMENT TO BE MADE ON CHARGING REQUESTS**

*Dear Parent/Carer,*

*(Explanation of activity.)*

*It is necessary to request a charge of £x for this activity towards the costs. We hope you feel able to meet this request but it is emphasised that there is no obligation to contribute and that no pupil will be omitted from the activity or treated differently according to whether or not their parents decide to contribute. It is possible, however, that if insufficient parents consider the activity worthy of their support we will be unable to make the provision.*

*We encourage all parents to support this activity to the extent that they are able.*

**Charging**