



Charging Policy

This policy sets out the way in which the Governing Body of Welbourn C of E Primary School charge parents for activities relating to the school curriculum, out of school hours, and for the tuition of music. The policy also sets out details where charges will be reduced or waived completely.

Rationale

This document has been created:

- to help parents understand what the school will and will not charge for, what to do if they have difficulties paying, what remissions are available, and what happens if they do not pay, and
- to ensure that the pupils have an equal opportunity to benefit from school activities and visits by minimising financial barriers which may prevent some pupils taking full advantage of the opportunities.

Reference

The policy was informed by the DfE Document – Charging for School Activities (Departmental advice for governing bodies, school leaders, school staff and local authorities). Sections 449 – 462 of the Education Act 1996 and related regulations set out the law on the charging for activities in schools maintained by local education authorities in England.

Principles of charging

The school reserves the right to levy a charge in any circumstances permissible under statute as detailed within this policy. When charges are to be made, the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place. Where charges are made, these charges will not exceed the actual cost (per pupil) of the provision. We are conscious that no pupil should have his/her access to the curriculum limited by charges.

Nil Charge

No charges will be made for:

- Any admission application for a place at the school (paragraph 1.9 (n) of the “School Admissions Code 2014” rules out requests for financial contributions as any part of the admissions process)
- 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 (or singing) if the tuition is required as part of the school's curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Entry for a public examination on the school's curriculum
- Examination re-sits if the pupil is being prepared for the re-sit 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 school's 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
- Transporting registered pupils to or from the school premises, where the local education authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school.

Charges

Music Tuition

Parents may decide that their child receives additional music tuition. This is regarded as additional provision beyond the school's curriculum and the National Curriculum. As such, it is fully chargeable. Any tuition taken is a contract between the provider of the tuition and the parents of the pupil.

Where tuition is provided by Lincolnshire County Council's Music Service, charges and reductions will be made according to the Local Authority's Instrument Tuition Charging and Remissions Policy which is available on request. The school expect that all payments for each term are made in advance of the lessons taking place. If this does not take place, children will be unable to start lessons until payment is received.

Where instrumental tuition is provided by approved specialists, charges are made directly by them. Any remissions must be agreed directly between families and their music teacher. All involved will be made aware of this policy.

Clubs

Parents may choose to send their child to clubs at the end of the school day. This is a parental decision and falls outside of the school's curriculum and the National Curriculum. As such, they are fully chargeable. Any clubs must be paid for by parents before the start of the clubs. If no payment is received within two weeks of the club starting, then parents will be asked to collect their children at the end of the school day until payment is received.



Breakfast Club

Breakfast club is an additional provision offered by the school in order to provide the facility for wrap-around care. If parents utilise this service, they agree to pay for this care. All payments can either be paid on the day or invoices will be sent the following week. Invoices should be paid within 1 week of the invoice date. Any invoices which remain unpaid for two weeks will lead to further contact from the school and if no payment is received at this time, children will be unable to use the club again until payment is received.

Voluntary Contributions

The school may ask parents for voluntary contributions to benefit the school or any school activities, but there will be no obligation on parents to make such contributions. Examples of voluntary contribution activities are trips and visits and experiences for the children and transport to activities such as swimming (although the swimming lessons itself are funded by the school) and sporting events.

No child will be excluded from an activity simply because his/her parents are unwilling or unable to pay. If parents are unwilling or unable to make a voluntary contribution, their child will still be given an equal chance to participate.

Visiting experts and theatre companies

Occasionally the school makes use of visiting experts and theatre companies to support the delivery of the curriculum. Where these visitors make a charge to the school for their services, the costs will be treated as an educational visit and voluntary contributions will be requested in accordance with the above section.

Residential Activities

The full residential visit will be regarded as an educational visit and as such any charges will be voluntary contributions. However, if this visit is not viable without contributions the visit will be cancelled.

If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. Where there aren't enough voluntary contributions to make the activity possible, and there's no other way to get funds, then the activity will be cancelled.

Help with charges

Families qualifying for remission or help with charges

In order to remove financial barriers for disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at a reduced charge to parents in particular circumstances (for example, children entitled to Premium funding are asked to pay 50% of residential visits and music lessons). Set out below are the circumstances in which charges



will be waived.

Parents in receipt of the following qualify for remission against the specified charges:

- Income Support or Income-Related Employment and support allowance
- Income-based Jobseeker’s Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family’s income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension Credit.

Payment plans for clubs

We recognise that although payment for clubs is required within the first two weeks of the club, some parents would find it hard to make this single payment. The school will support a payment plan if parents make an appointment to discuss this with the Head Teacher before the beginning of the clubs.

Review Timetable

This Policy should be reviewed every two years. Next review July 2018.

<p>Signed by Chair of Governors:</p> <p>Signed by Headteacher:</p>	<p>Approved by the Governing Body and Headteacher at a meeting held on:</p>
<p>Next Date of Review:</p>	<p>Associated policies:</p> <p>Finance Policy Educational Visits Policy Learning and Teaching Policy Pupil Premium PSHE</p>

