



CHARGING POLICY

1. RATIONALE AND OBJECTIVES

Waltham-on-the-Wolds Church of England Primary School and Leicestershire County Council supports the principle of maintaining the right to free school education during school hours. Sections 449-462 of the 1996 Education Act establishes that the restrictions on charging for school activities do not in any way prohibit or restrict the Local Authority or schools from seeking voluntary contributions for the benefit of the school. Such benefits could include any school activity that takes place during or outside school hours and may be residential. The contributions must be genuinely voluntary and the terms for requests must make it clear that there is no obligation to contribute.

Our school recognises the support given by parents who choose to make voluntary contributions so that the range of educational activities can be extended. It is also anticipated that some activities may be restricted or curtailed without such contribution.

2. STATEMENTS OF INTENT

- Activities that are offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to meet the costs.
- Contributory charges may be necessary for some optional activities, which are provided wholly or mainly out of school hours. Contributory charges that are required at the beginning of a series of sessions of an after school club will not be refunded as the funds will have been committed to provide the club, unless someone can be found to take the place of the person wishing to leave and be refunded.
- Voluntary contributions may be invited for the benefit of the school in organising activities for pupils' benefit, whether during or outside school hours.
- Where applicable, parents will be made aware at the planning stage that contributions are voluntary but if voluntary contributions together with available school funding do not cover the costs then the activity will be cancelled.

3. CHARGING IN KIND

Charges will normally be made for the following activities:

- Board and lodgings on residential visits.
- The proportionate cost for an individual child of activities wholly or mainly outside school hours ("optional extras") to meet the costs of travel, materials and equipment, non-teaching staff costs, entrance fees and insurance costs, etc.
- Individual tuition (or in small groups in accordance with provider and parental agreement) in the playing of an instrument.
- Costs of non-prescribed examinations, e.g. music exams and preparations for examinations which fall outside National Curriculum requirements.
- A contribution towards swimming lessons.

If the costs of teachers are to be included in charges for "optional extras" they must have a contract in the form of a brief letter confirming their agreement to take part and supervise the activity on behalf of the school.

Nothing in the policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

3.1 School trips/visits and activities during the school time – voluntary contributions

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invite parents/carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made, the proposed event

would be cancelled unless school is able to cover the shortfall arising from parents/carers unwilling or unable to make a voluntary contributions. If the event does proceed, each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

Parents/Carers have a right to know how each individual trip is funded. The school provides this information on request and via the Head teacher's weekly newsletter.

The following is a list of additional activities sometimes organised by the school which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to places of worship;
- Sporting activities – sometimes involving transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- School trips linked to topic work;
- Musical events.

Parents/Carers will be given reasonable advanced notice of proposed visits/activities and school will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant.

3.2 Swimming

The school organises swimming lessons for all children. We ask for a voluntary contribution to cover some of the associated costs. 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.

3.3 Out of school clubs and activities

The school offers a range of out-of-school clubs – and reserves the right to charge for such sessions to cover the cost of provision. At present, all clubs run by teachers of the school or volunteers are offered free of charge to parents. These clubs and activities are not offered as part of child care arrangements and as such, there may be occasions when they are cancelled at short notice so parents/carers should not rely on them on these terms.

On occasion, private companies/providers such as Mr Wing's Sports Club and Magical Maths run clubs by prior agreement with the Head teacher. These providers make charges direct to parents and school has no involvement with these payments other than make our families aware that there will be a fee for their child's attendance at the club.

Our After School Club offers child care for children of Waltham School between the hours of 3.15-6.00pm five days a week during term time. Details of charges for use of this facility are available on the school website or via the school office. Those in receipt of Pupil Premium (see below) may request subsidy towards the cost.

3.4 Musical tuition

All children study music as part of the normal school curriculum. We do not charge for this. Lunchtime clubs (e.g. recorders, choir) are offered to all pupils free of charge thanks to staff and parent volunteers.

Our school works in partnership with private peripatetic music teachers (e.g. keyboard, vocal, flute) as well as with Leicester Music Services (LMS) who charge schools in the Leicestershire Authority (LA) for instrumental and vocal tuition. LA/DLAT schools are required to comply with current regulations for charging for such tuition. At any given time, therefore, the school will decide upon one of the following actions as prescribed by the LA:

- Pay the entire cost.
- Pay the entire cost and collect part or all of this from parents.
- Request the peripatetic teacher or LMS to collect the entire cost directly from the parents.
- Pay part of the cost and request the peripatetic teacher or LMS to collect the remainder directly from the parents.

Taking note that:

- Vocal tuition cannot be charged if taking place within school hours (excluding lunch hours).
- Musical instrument tuition can only be charged if provided to groups of no more than four or individually.
- If the tuition is required to fulfil examinations for National Curriculum purposes.

Peripatetic teachers and LMS may make their own direct charges for the above tuition categories in large groups at their discretion.

Hire of any musical instruments will not be charged by the school, peripatetic teachers or LMS at the present time of this policy.

3.5 Transport to extra-curricular activities

Parents/Carers may be charged to cover the transport expenses associated with an extra-curricular activity. Charges for transport will be strictly based on covering actual costs (as defined in legislation) with no profit element. These costs will be kept to a minimum if parents/carers can help transport pupils themselves and as such, we will request their help before organising hired transport.

3.6 Loss of/Damage to School Property

Parents/Carers may be asked to meet the costs of repair/replacement of school property lost or damaged as a result of a pupil's misbehaviour.

REMISSIONS

Where the parents of a pupil are in receipt of income support, income based job seeker's allowance; support under part 6 of the Immigration and Asylum Act 1990; or child tax credit (providing that they do not also receive working tax credit and have an annual income, assessed by the Inland Revenue, that does not exceed a set amount relevant at the time of application) will not be charged board and lodging for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or where it forms part of the syllabus for the National Curriculum.

In other circumstances, there may be cases of family hardship, which makes it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in writing, which will be treated in confidence, for the remission of charges made of part or in full. The Head teacher in consultation with the Chair of Governors will make authorisation of remission if deemed appropriate.

PUPIL PREMIUM

The Pupil Premium (introduced in 2011) is an additional pot of money allocated to schools for children from low-income families who are currently known to be eligible for FSM in both mainstream and non-mainstream settings and children who have been looked after continuously for more than six months.

Parents/carers of children entitled to the Pupil Premium may request up to 50% towards costs of school activities; this includes, for example school trips, residentials, peripatetic music lessons and after school clubs when applicable, including our child care facility. The school will also contribute 50% towards the costs of educational activities outside of school hours which parents/carers may not otherwise be able to fund but ones which the school agree will benefit the child; such activities

might include horse riding lessons, additional swimming lessons, piano lessons or gymnastics coaching, for example. The school may also contribute 50% towards the cost of school uniform, including shoes. All requests for subsidies must be made to the Head teacher (or via Mrs Pears in the school office, who will liaise with the Head teacher); please be aware that the school will only be able to provide the remission upon receipt of proof of purchase. For further details, please see the school website (Pupil Premium section or FAQs) or contact the school office.

MONITORING, EVALUATION AND REVIEW

The Governors working with the Head teacher will review this policy in line with the monitoring, evaluation and review framework.

REFERENCE DOCUMENTATION

This policy was prepared with reference to:

Education Act, 1996

Immigration and Asylum Act 1999 (part VI)

Education (Residential Trips)(Prescribed Tax Credits)(England)Regulations 2003 (SI 2003/381)

The Guide to the Law for School Governors, Chapter 16