



CARLTON MINIOTT COMMUNITY PRIMARY SCHOOL

CHARGING POLICY

Purpose

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as KS1 – 9.00am – 12noon and 1.00pm – 3.25pm.
KS2 – 8.55am – 12.15pm and 1.15pm – 3.30pm

Relationship to other policies

This policy complements the school's equal opportunities policy, teaching and learning policy and curriculum policy.

Roles and responsibilities of the Head teacher, Staff and Governors

The Head teacher, will ensure that the following applies:

During the school day

- All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge although a voluntary contribution may be sought. This includes any materials, equipment and transport to take pupils between the school and activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.
- Voluntary contributions may be sought for activities during the school day which entail additional costs. In these circumstances no pupil will be prevented from participating because his / her parents cannot or will not make a contribution.
- From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Head teacher to agree to their child being absent for that period.

Optional activities outside the school day

- We may charge for optional, extra activities provided by outside providers which do not fall in the school day. Such activities are not part of the National Curriculum or religious education.

Education partly during the school day

- If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of the time spent falls outside of the normal school

day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residential

- Charges will be made for board and lodging except for pupils whose parents are in receipt of Income Support, Family Credit, Disability Working Allowance or an income-based jobseeker's Allowance.
- Cancellation – If a child is unable to attend once the deposit has been paid or does not attend all of the residential charges will be made according to the policy of the residential centre being used.
- Support – Those finding difficulty paying using the school's scheme of spreading payments can speak to the Headteacher to arrange an alternative scheme
- All payments must be paid before the residential visit. If there is payment outstanding the child will not be allowed to attend the visit.

Calculating charges

- When charges are made for any activity, whether during the day or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't.
- Parents who would qualify for support are those who are in receipt of Income Support, Family Credit, Disability Working Allowance or an income-based jobseeker's Allowance.
- The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Arrangements for Monitoring and Evaluation

The Finance and Premises Committee of the Governing Body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Date established by the governing body: 5th July 2016

Signed (Chair of Governing body);

Signed (Headteacher):

(This policy is available in other formats)

SC/July 2016