

Keir Hardie Primary School



Charging Policy

Reviewed:	Autumn 2023
Date of Next Review:	Autumn 2024

Charging Policy

Introduction

This policy has been formulated in accordance with Authority's guidance on charging for school activities. The purpose of this document is to help the Head teacher and Governing Body set out their policy on charging and remission for school activities and school visits. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. Further information is given in "A Guide to the Law for School Governors" (Chapter 23). This guidance accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms. This guide is also referred to in paragraph 1.82 in the School Admissions Code, and in para 1.97 in the revised School

Aim

It is the aim of Keir Hardie Primary School to ensure that;

- activities offered in normal school time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;
- pupils will not be treated differently according to whether or not their parents have made any contribution in response to a request.

This policy aims to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School is responsible for determining the content of the policy and the Head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities the governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges. If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not make reference to the ability or willingness to pay on behalf of the parent.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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 if the tuition is required as 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;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; examination re-sit(s) if the pupil is being prepared for the re-sit(s) 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 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;
- 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 a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- Transport provided in connection with an educational trip.

Charges

Keir Hardie Primary School will operate the following policy on charges and contributions for school activities, where such activities involve additional expenditure.

- Ingredients or materials for Art Design & Technology: Materials may be charged for, or parents will be required to supply these, if the parents have indicated in advance a wish to own the finished product.
- Activities which take place wholly or mainly outside school hours and which are not a statutory part of the National Curriculum may be charged for, e.g. outings, visits, sports coaching, cycling courses. Charges may be made for all or part of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.
- Activities which involve pupils on nights away from home: Charges may be made for board and lodging. Families receiving Income Support or Family Credit may be exempt from board and lodging charges.

Charges must not exceed actual cost, otherwise there may be VAT implications.

Residential Visits

A charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions). The cost will not exceed the actual cost of provision. Where the parents of a pupil are in receipt of state benefits which would entitle their child to

receive free school meals the Governing Body will remit 50% of the cost of board and lodging for any residential activity (classed as an optional extras taking place outside school hours). This is made clear in all correspondence in relation to these activities

Breakages

In cases of wilful or malicious damage or vandalism to equipment or breakages, or loss of school equipment on loan to pupils the Head teacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Breakages and Damage Where a pupil's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident will be dealt with on its own merit and at the schools discretion.

All visitors to the school are responsible for their own public liability insurance cover. The school does not take responsibility for any damage done to equipment whether accidental or malicious.

Specific Issues:

- The property and personal effects of teachers and students are covered by the policy where loss or damage occurs as a result of loss or damage to the building.

However, in respect of theft there must be evidence of forcible and violent entry to or exit from the building. This means that property lost or mislaid or in the open (e.g. bicycles in an unlocked shed) is not covered.

- It is very common for teachers, other staff and students to park their cars in school grounds. They may make spaces available but they do not undertake the safety or security of the vehicles. Cars are parked on school grounds at the owner's risk. A disclaimer notice is fixed to the fence. Keir Hardie Primary School does not accept liability for loss or damage to cars parked in school grounds.

Before and After School Provision:

There is a daily charge for the school's breakfast club that takes place outside of school hours.

There is a daily charge for the school's after school provision that takes place outside school hours. There will be a charge of one pound for after school clubs provided

Breakfast Club and After School Club is paid for by parents/staff/ carers through cash payments.

Other Charges

Private Photocopying/Telephone Calls

The Governors have agreed a charge will be 10p per page for private photocopying and 10p per minute for telephone calls.

Subject to VAT regulations. These charges will be reviewed annually.

For hard copies of data requested under the Freedom of Information act, a charge of 5p per black and white page and a charge of 20p per colour page will be made.

DFE compliance - if a parent asks for a copy from the school website. The charge is Nil.

Passports: A charge of five pounds is made for signing each passport application. The application can only be signed by the headteacher. Three days notice will need to be given. Money should be paid to the school office who will give a receipt.

Home Office Letters : A charge of two pounds fifty is made for writing a Home Office letter regardless of the number of children in the family. This letter needs to be signed by the headteacher or Office Manager. Three days' notice will need to be given. Money should be paid to the school office who will give a receipt.

Lost / Damaged Library books: A charge of five pounds is made for a lost or damaged reading book. This should be paid to the school office in an envelope with the child's name and class, and if possible the name of the book. A receipt will be given. A record of these fees will be kept by the school library. The money received will be paid into the library fund.

Staff ID card - There is a charge of £5.00 to replace lost ID cards.

If you have been a victim of crime and have had your ID card stolen, a replacement will be provided free of charge on production of a Police crime reference number.

Clothing

The uniform list provides examples of uniform and colours for the school. Items with school logo are sold at school all other items can be purchased outside school at the parent's choice order for parents to obtain best value. The school will supply essential protective clothing when necessary e.g. safety goggles, high visibility jackets, sportswear etc

Income from Sales – Non-Profit Making

Some goods may be purchased through the school for the convenience of parents, pupils or teachers. The school will not seek to make a profit from these sales. Goods in this category could include school photographs

Income from Sales – Profit Making

Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, PTA or other charity. Goods in this category could include cake sales etc, which may be subject to VAT.

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Parents may also be invited to make a voluntary contribution for the following:

- Educational visits which take place outside school hours
- Any activity which takes place during school hours; The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents: a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher.

Remissions

It is the school's practice to:

- Remit charges for school activities to parents in receipt of income support and child tax credit, who have been unable to give a donation;
- Look at individual cases where parents have been unable to give a donation
- Agree how to fund shortfalls for activities.

If the full cost towards any of the optional activities is not available from voluntary contributions, then it will be at the Head Teacher's discretion to further subsidise the cost from other sources, including school funds, to enable the activity to take place.

If the amount of the subsidy required (other than voluntary contributions) is too great, then the activity may be cancelled.

In other circumstances the Governing Body will invite parents to apply in confidence to the Head teacher for the remission of charges in part or full. The Head teacher, in consultation with the Chair of Governors, will make authorisation of remission.

Income from Lettings

The Finance Committee reviews every three years and sets charges made for use of school premises. See school Lettings Policy.

Publication of Information

This policy can be found on the school's website.

Review and amendments

This policy will be reviewed annually by the GB Finance Committee who may, from time to time recommend amendments to the categories for which a charge may be made, this will be brought to the full Governing Body for ratification. However, the Governing Body reserve the right to review the Charging Policy as necessary.