

St Luke's Church of England Primary School

Charging Policy

Policy produced by the school

Adopted by [Governors Resources Committee](#)

Academic year 2020/21

Review date- Academic year 2021/22

Legislation

The DfE in its guidance to School Governors states that “education provided during school hours must be free. The definition of “education” includes materials, equipment and transport provided in the school hours to carry pupils between the school and an activity” It goes on to advise that “although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind)

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. It has been informed by The Guide to the Law for School Governors and complements the school’s policies for Equal Opportunity, Teaching and Learning and the Curriculum.

AIMS

- To set out rules for charging for the use of the school premises
- To list any other activities or services for which the school may make a charge.
- To set out rules for charging for activities additional to the National Curriculum Programmes of study.

1. Activities during the school day.

The Governing Body recognises the valuable contribution that additional activities can make towards enriching the children’s Personal and Social Education.

If activities are organised within the school day, parents will be invited to make a voluntary contribution towards the cost. Every effort will be made to keep costs to a minimum and, if a parent is genuinely unable to pay, their child will not be prevented from taking part in the activity. If, however, the school does not receive contributions equal to the full cost of the activity and other sources of financial support are not available, it will not be possible for the activity to take place.

Charges are made to cover the use of materials, such as ingredients for cooking or materials for craft items. Costs are carefully calculated and the charge made will not be more than the actual cost of the items used. Any over charge will be reimbursed.

2. Residential Trips.

The Governing Body recognises the valuable experience that residential trips provide. The costs of board, lodging and transport are requested from those parents not in receipt of certain state benefits including Child Tax Credit and Job Seekers Allowance. If the full cost of the trip is not received, and no other sources of financial support can be found, then it will not be possible for the trip to take place.

3. Activities outside the school day.

The Governing Body recognises the value of extra curricular activities and the school offers a number of clubs both after school and during the lunch break. Where resources, equipment or materials are needed for the activity, a charge may be made to cover the costs incurred. All other activities are offered free of charge.

4. Individual Music Tuition

Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

5. Losses and breakages.

School property lost or damaged by children or adults must be replaced. Within reason, an attempt to recoup the cost of replacement will be made.

6. Use of school premises.

Community use of the school will be charged at a reasonable rate, calculated to at least cover the overhead costs. All such use will be governed by the Lettings Policy and a current list of charges.

7. Documents and Information.

According to the Freedom of Information Publications Policy, this school will make available any of the policies, documents or files listed, to any member of the public who makes a request. If a copy is required either on disc or paper there will be a charge made to cover the cost of production and, if appropriate, postage and packing. Parents have the right to view their child's file in the school but may be asked to pay for any copies made. Parents will receive a free summary of any Ofsted report of the school but may be charged for a copy of the full report.

8. Reimbursement.

Should any activity or trip be cancelled for any reason, all monies will be reimbursed, in full, to those parents who have paid, except where the school has had to pay a deposit that's non-refundable.

9. Remissions

To ensure that access to activities reflects intentions, St Luke's CE Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where parents are in receipt of Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

10. Data Protection of pupils and families.

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.