

Allensbank Primary School



Charging Policy

Mission Statement

Allensbank Primary School is a happy and welcoming school that is committed to providing a friendly, safe and nurturing learning environment for all.

The school fosters respect, celebrates diversity and actively promotes high standards for all.

Vision Statement

At Allensbank Primary School everyone works together to ensure that

- We lay the foundation for a love of learning through being committed to high quality provision which enables the development of skills for the future.
- We have high expectations of ourselves and achieve our full potential through a supportive, nurturing ethos.
- We have a safe, secure environment to learn in and we take pride in the appearance of both the indoor and outdoor learning environment.
- Pupils take responsibility for their own learning, working towards individual targets and celebrating their achievements.
- We show respect and consideration for others within our diverse school community and nurture positive partnerships with parents, carers and the wider community.
- We promote personal growth by actively encouraging relationships based on honesty, trust and respect.
- We have pride and confidence in ourselves as individuals and feel valued within our school.
- We recognise the importance of regular attendance which enables all pupils to achieve high standards.

Charging Policy

1. INTRODUCTION

This policy supplements the school's Financial Procedure regulations. It has been formulated by the Governing Body in accordance with Cardiff County Council's guidance on charging and remissions.

The aim of this policy is to set out what charge will be levied for activities and the hire of school premises, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

The Governing Body is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

The Governing Body acknowledges the right of every pupil to receive free education and understands that activities offered wholly or mainly during teaching time must be made available to all pupils regardless of their parents' ability or willingness to help meet that cost.

This policy will be reviewed annually.

Charges to Pupils

Prohibition of Charges

The Governing Body recognises that 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;
- Tuition for pupils learning to play musical instruments if it is part of the National Curriculum;
- Education provided on any trip that takes place during school hours;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting pupils to other premises where the LEA has a statutory obligation to provide transport;

- Transporting pupils to other premises where the Governing Body or LEA has arranged for pupils to be educated;
- Transport provided in connection with an educational trip;

The Governing Body accepts that it is not permissible to plan for a surplus of income over expenditure (profits) from charging parents. However, it is accepted that from time to time profits are made by a school from providing facilities or services and, if this is the case, they will be re-invested in the school.

2. CHARGING FOR SCHOOL ACTIVITIES

Following consultation with parents, the Governing Body will reserve the right to charge for activities outside school session time. All charges or requests for voluntary contributions will comply with the law.

The governing body reserves the right to ask for voluntary contributions for school activities that are either wholly or mainly in the school session time and incur a cost to the school that is over and above the normal day to day expenditure. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset by the Headteacher or relevant class teacher. It will also be made clear to parents that there is no obligation to make any contribution. However, if the school is unable to underwrite the cost of an activity without parental contributions, then the activity will not go ahead.

Where an activity is required to fulfil the statutory duties relating to the National Curriculum or to religious education, then charges will not be made for tuition, materials or transport. This includes out of school activities and transport to and from swimming and other sports facilities.

Any charge made for craft or cookery sessions will not exceed the cost of the materials and parents will be made aware of the cost in advance.

The only area of school curricular provision for which a charge will be made is keyboard/instrumental tuition. Tuition is delivered by a peripatetic teacher and payment is made to CAVMS (Cardiff and Vale Music Society).

“School hours” are those in which the school is actually in session, not the break in the middle of the day.

Activities organised by non-school organisations will be subject to a charge. Parents have the right to withdraw their children from such activities if they object to payment.

A nominal charge is made for extra-curricular activities run by school staff. The charge will not exceed the cost of materials. Where an after-school

club is run by an external agency, then the charge is set by them and will be made known to parents in advance. Parents wishing their child/children to participate will be required to pay the set charge. The school's delegated budget cannot be used to subsidise extra-curricular activities. Costs incurred include:

- Resources
- Entrance charges to facilities
- Residential fees, where a residential visit is undertaken
- Travel costs
- Insurance costs
- Non-teaching staff costs

Damage to property

The school will charge for breakages and replacements as a result of loss or damages caused wilfully or negligently by pupils.

Voluntary Contributions

Voluntary contributions will be requested for the following:

- Trips and visits
- Extra-curricular activities and school clubs

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition, the following will be made clear to parents:

- The contribution is genuinely voluntary and a parent is under no obligation to pay;
- If insufficient contributions are received the activity will be unlikely to proceed;
- Registered pupils at the school will not be treated any differently according to whether or not their parents have made any contribution to the request.

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

Contributions will cover the cost of:

- (a) Travel
- (b) Entrance fees
- (c) Insurance
- (d) Resources
- (e) Refreshments
- (f) Visiting speakers
- (g) Visiting theatre groups/professional musicians/artists

There will be no profit to the school as a result of contributions for the above. Wherever possible, the school seeks to fund costs for visits by professional artists/musicians/writers that enhance pupils' learning.

Remissions

The Governing Body does not wish to see any child disadvantaged by virtue of the fact that their parents are unable to pay. The Governing Body will:

- Give consideration to remitting all or part of any charges payable by a parent of a pupil pursuant to its charging policy

3. CHARGING FOR SCHOOL PREMISES

The school budget cannot be used to subsidise non-school activities and community use of the school must at least cover the cost of letting the school to community groups. The charges set by the school cover the cost of opening the school, including the cost of caretaker time and utilities.

The charges to be levied from the hire of school premises by local community groups with effect from 1 April 2016 are:

- Use of hall £25.00 per hour
- Use of classroom £25.00 per hour

The Governing Body reserves the right to set fees at a higher rate where a commercial company requests use of the premises.

Date of policy approval: _____

Date of policy review: _____

Policy approved: _____