

# Church of England Primary School

# Charging Policy

Next review December 2016

Chair of Governors.....

Date.....

Head Teacher.....

Date.....

# Charging Policy

## Rationale

Coatham Church of England School ensures that education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition. However a voluntary contribution may be asked towards any transport needed. The Governing Body has agreed that it will support school activities organised during or outside the school day, which may include a charging element to parents.

It is the aim of Coatham Church of England 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.

## Responsibilities

Authority for day-to-day management of the policy is delegated to the School Office Manager who will determine the costs of activities other than those set by the Governors.

This Charging Policy is reviewed by the relevant committee, which in this case is the 'Resources Committee'.

## Voluntary Contributions

Coatham Primary School endorses the principles of the 1988 Education Act in maintaining the right to free education for all children. The act allows us to request voluntary contributions to broaden children's educational experience. Non-contribution would not prejudice a pupil's place, however, unless most parents were prepared to make a contribution the school may have to cancel the activity. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. Such enriching activities are an important aspect in supporting the curriculum.

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, eg, outings and visits which take place wholly or mainly during school hours, and visits to the school by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will clearly state:

- there is no obligation to contribute;
- pupils will not be treated differently according to whether or not their parents have made a contribution;
- the proposed activity may not take place unless a substantial majority of parents contribute;
- a suggested amount for a contribution to cover costs.

- **Music Tuition**
- All children study music as part of the normal school curriculum. We do not charge for this.
- There is a charge for individual or small-group tuition, since this is an additional curriculum activity and not part of the National Curriculum. These individual or small group lessons are taught by peripatetic music teachers. Tees Valley Music Service makes a charge for these lessons, but parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

### **Residential Trips**

Such trips necessitate a higher level of funding but are invaluable in giving the children first hand educational experiences and in helping them to develop greater self-confidence and awareness of others. Parents who are not in receipt of free school meal provision are obliged to pay the residential expenses for such trips and we also ask all parents to contribute the full cost of the travel and extra activity expenses as these are beyond the scope of our main school budget.

Any parents who are experiencing financial difficulty will be encouraged to approach the school where we will seek to find assistance with the charges. The Governing Body will determine the special circumstances as appropriate, however, in all cases parents will be expected to make a nominal contribution.

Voluntary contributions will, in all circumstances, be invited through individual letters to parents.

The school will cover accidental breakages of school property. Deliberate or wilful acts which result in breakage or damage to school property will be charged for at a rate appropriate to replacement costs.

### **Swimming**

The school organises swimming lessons for Key Stage 2 children. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place. There is no charge to parents.

### **Remission**

It is the practice to:

- remit charges for school activities to parents in receipt of income support and family 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 Headteacher's discretion to further subsidise the cost from other sources, including school funds, to enable the activity to take place.

### **Income from Donations**

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donation will be used.

### **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, P.A. or other charity. Goods in this category could include school photographs, bring and buy items, etc, which may be subject to VAT.

### **Income from Lettings**

The Finance Committee annually reviews and sets charges made for use of school premises.

### **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 uniform, plimsolls book bags, etc.

### **Monitoring and Review**

This policy is monitored by the Governing Body and will be reviewed in two years or earlier if necessary