

BRINKLEY GROVE PRIMARY SCHOOL

CHARGING POLICY

March 2016

Author: Headteacher

Biennial



Adopted by Governors Of the Finance Committee	March 2016
Recommended Review Date	March 2018

Charging Policy

Values

Creating opportunities is key to our vision at Brinkley and as a school we seek to enhance the experience of the children by providing as many different opportunities as possible. We particularly value the opportunities offered to children by our week long Y6 residential trip, in terms of the children's physical, social and emotional development.

As a matter of principle, the school seeks to cover the cost as far as possible, but this is not always possible and in such cases where we do ask for voluntary contributions. We aim to keep costs as low as possible as well as looking to consider other cost factors on families.

No child would be discriminated against as a result of the family not being able to contribute financially.

Aims and Practice:

- To provide at least one school trip linked to the curriculum in school time for each class each academic year (normally done as a year group trip). The cost of this to be subsidised whenever possible by a contribution from Friends of Brinkley Grove.
- To offer children the opportunity to take part at the start of Year 6 in a week long residential trip at an outdoor activity adventure centre. The cost of this to be subsidised whenever possible from school funds/fundraising.
- To offer opportunities linked to children's spiritual, moral, physical and cultural development through organising events and visits to the school.
- To consider carefully when considering whether or not to offer a trip/visit etc the extent to which parents/carers have already been asked to contribute (albeit on a voluntary basis) towards activities. We aim to achieve a balance between offering opportunities to children and overloading parents/carers.
- To determine before booking a trip/visit the likely level of contributions and to make clear to parents/carers that unless a certain contribution level is reached, that the opportunity will not be able to go ahead.
- To ask for voluntary contributions from parents/carers towards the cost of providing extra activities within and outside school hours, where such activities are of educational benefit and the costs cannot be covered by mainstream school funding, such as museum/gallery visits, swimming and visits to the school by outside theatre companies etc. Pupils of parents/carers who are unable or unwilling to contribute will not be discriminated against.
- To charge for the cost of board and lodging during the Year 6 residential school trip (and any other residential school trip mainly within school hours) and to seek voluntary contributions to cover other costs of the visit, including activities, travel and extra staffing.
- To remit the board and lodging charges to children whose parents/carers receive:

- ❖ Income Support
 - ❖ Income Based Job Seekers Allowance
 - ❖ Support under part VI of the Immigration and Asylum Act 1999
 - ❖ Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed current value
 - ❖ Guarantee element of State Pension Credit
 - ❖ Income related Employment and Support Allowance.
- To charge in full for any optional visit occurring outside of school hours and which is not a necessary part of the National Curriculum or school syllabus (eg evening theatre visit, weekend trip to London art gallery).
 - For exceptional circumstances parents with Free Schools Meals or in extreme financial hardship may be financially supported.
 - To charge for individual or small group music tuition (up to and including four pupils).
 - To have the option of charging for after-school 11 plus tuition and materials, such as past papers and verbal reasoning papers.
 - To make a charge for the costs of materials used in lessons and/or after-school clubs for activities such as cookery, where parents have indicated in advance that they would like their child to bring home the finished product.
 - To ask parents/carers to provide their child with PE and sports kit and art aprons.
 - Within the school's disciplinary code, compulsory charges may be made by the school for replacement of broken windows or fittings, defaced or damaged text books or any other damage or loss occurring as a result of pupils' bad behaviour. The school is empowered to recover this loss and resultant costs as a civil debt.
 - Unpaid charges legally recoverable will also be recouped, together with resultant costs, as a civil debt.
 - There is generally no charge for activities related to after school clubs. If an outside agency is running an activity independent of the school, then this effectively becomes a let, and charges may be made by the organisation.
 - If any activities have the option of externally produced awards, badges or certificates of achievement, then these may be offered to the children on a purchase basis to recover the actual costs of the items.
 - Any activity which legitimately incurs a charge will be made clear to parents in advance of any commitment, so that they have the opportunity to make a choice regarding the child's participation.
 - Under the Freedom of Information Act 2000 schools are required to have a Publication Scheme in place which allows access to information published by the school. Single copies of information are provided free but thereafter will be charged at 10p per sheet, plus postage if required.
 - A statement of this policy will be included in the brochure produced for parents. Any amendments to this policy will be made if and when necessary.

Outcomes:

- The school offers a programme of visits from and to the school to enhance pupils' learning and development.
- Parents/carers are clear about our charging/remissions policy.
- The policy complies with the Education Act.
- The school runs only those visits/trips that are viable i.e. where a sufficient level of voluntary contributions is received.
- Pupils of parents/carers not able or willing to make voluntary contributions are not discriminated against.

Monitoring:

- To be monitored by Finance/Personnel Committee

Review:

- Policy to be reviewed biennially.

March 2016