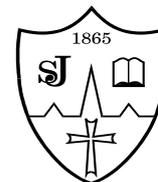


St. James' C of E Primary School

Charging Policy



Written by: Lisa Harford
Charging Policy Policy
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Reviewed: September 2017

Purpose

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the Education Reform Act 1996 as amended.

Aims

At St. James' Primary School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities. The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Education Authority. The law states very clearly that education during normal hours is to be free of any compulsory charge to parents and the school endorses that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to depend on financial contributions in whole or in part from parents. Without this financial support, the school would find it difficult to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made, has explained the basis on which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of St. James' School has decided that until further notice its policy will be as follows:

Responsibilities

The Governors, in consultation with the Head, are responsible for the implementation of the charging policy and the determination of any individual case arising from the implementation of this policy.

Governors' Finance Committee

- ☐ •will review and amend the charging policy on behalf of the governing body
- ☐ •will review annually the charges for supplies and services will monitor whether actual income is in line with anticipated income

☐

The Head Teacher

- ☐ will be responsible for drafting proposals for charges

☐

The Administrative Officer

- ☐ will provide effective financial administration enabling efficient budget management by the head teacher
- ☐ will provide reports for the finance committee
- ☐ will manage the letting of school premises
- ☐ will maintain efficient and effective information systems

Users

- ☐ will abide by the terms and conditions of the booking and hiring contract

Implementation

Following the requirements of the Education Reform Act of 1988, no charge will be made for books, materials, equipment and instruction in connection with the national Curriculum or Statutory Religious Education taught at School, except where parents have indicated in advance their wish to purchase the product.

Voluntary Contributions

Although we do not charge for most of our school-time activities, we invite parents to make a contribution to make school funds go further. If a particular activity cannot take place without some help from parents, this is explained to parents but it is understood that no pupil will be left out of an activity because his/her parents cannot or will not make a contribution of any kind. It may be necessary to state that the activity will not take place if parents are reluctant to support it. Contributions must, however, be genuinely voluntary. The terms of any request for contributions must be made clear:

- a) that there is no obligation to contribute; 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.

There is no limit on the level of voluntary contribution, which parents or others can make to school activities, nor is any restriction placed upon the use, which can be made of such contributions. A request for a contribution towards the cost of a particular activity could, for example, the cost of travel for accompanying adults. Alternatively, parents could be asked to contribute towards part of the cost at the time of the visit or activity, and the rest could be met from the proceeds of general fund raising events.

In summary, the school

- ☐ makes no charge for National Curriculum and related activities in school time
- ☐ may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution
- ☐ provides support towards part or all the cost of activity where there are financial difficulties or the family is in receipt of Income Support or Family Credit

- ☐ may charge where it enables an increase or enriches non-statutory extra curricular provision at any time
- ☐ supports the development of all community groups' use of school facilities through a flexible charging approach
- ☐ offers minimum cost of facilities for non-profit making community activities
- ☐ raises income for school from local groups' use of facilities

Arrangements for part or full remissions of charges

The governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges on application to the head teacher. The finance committee will be informed in general terms of the total provided for each activity.

Residential study visits

Parents will be charged for the full cost of the visit including all allowable costs. Charges may be waived or reduced for children whose parents make application to the Headteacher.

Allowable Costs:

- ☐ The pupils' travel and subsistence costs
- ☐ Materials, books, instruments and other equipment.
- ☐ Non-teaching staff
- ☐ Costs of teaching staff where separately engaged under a contract for services for the visit or activity.
- ☐ Entrance fees to museums, castles, theatres, etc.
- ☐ Insurance costs.

Classroom Materials

No charge will be made for materials or equipment. However, for certain practical activities (Technology, Cookery, Needlework, etc.) parents may be invited to provide materials or ingredient on a voluntary basis. Where parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

Letting of premises

The hourly charges are set following a benchmarking exercise of using other local venues as a comparison. The conditions of hiring and booking are laid down in the contract.

Charges for services

Details of charges for photocopier, telephone and fax facilities are available from the school office. Subsidised rates are set for community users and non-subsidised rates for non community users.

Policy Review

This policy will be reviewed annually by the Governors Finance Committee and the Headteacher and in line with the guidelines issued by the Department for Education (November 2013).