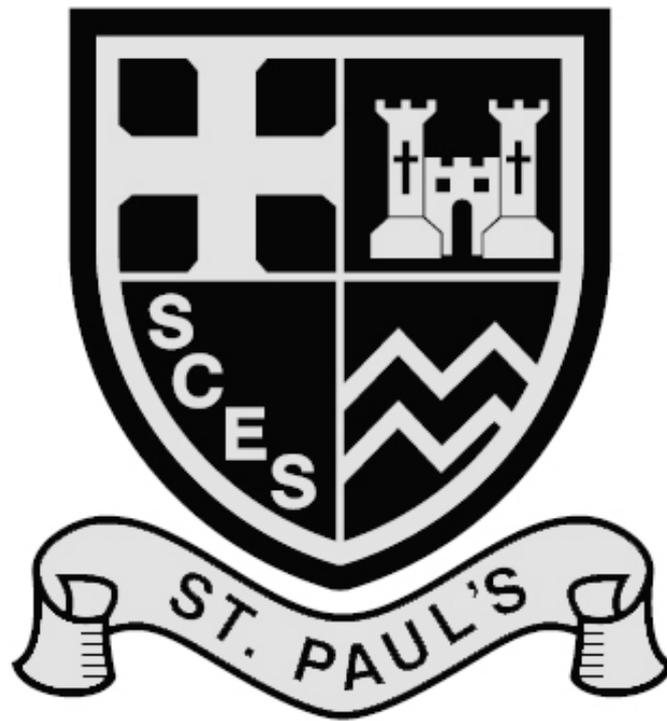


# St. Paul's C of E Primary School



## Charging Policy

Approved by:	Head teacher	Carl Thornton
	Chair of Resources	Stuart Moran
Last reviewed on:	14 <sup>th</sup> March 2022	
Next review due by:	March 2023	

## **St. Paul's C. of E. Primary School**

### **CHARGING POLICY**

#### **School Aim Statement 'Shine Like Stars in the World'**

Everyone working together to be an excellent school, embedded in Christian values that develops children into confident, happy citizens and provides a platform to flourish in local, global and Christian communities, both today and in the future.

#### **For School Activities**

Aim: to follow the basic principle – that education should be free of charge if it takes place during school hours. Parents and others have the right to information about school hours, and this information is included in the school prospectus. This complements the information given in Chapter 23 of the Guide to the Law for School Governors. The law on charging for school activities is set out in sections 449 – 464 of the Education Act 1996.

#### **Swimming**

Parents are asked to make a contribution towards TRAVEL to and from the swimming pool. All the costs for instructors are met by the school.

#### **Musical Instrument Tuition**

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil or pupils in a group to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

#### **Voluntary Contributions**

The school will routinely ask for voluntary contributions 'for the benefit of the school or any activities. This is understood to include all educational visits. In support of this the Governors at St. Paul's Primary School have decided the following:

1. Where the trip / visit is in support of the core curriculum, parents will be asked for voluntary contributions but the trip / visit will go ahead irrespective of the final amount of contributions made. No registered pupil will be left out of a core curriculum activity because his / her parents / guardians cannot or will not make a contribution of any kind.
2. Where the trip / visit is not curriculum based, voluntary contributions from parents will be asked for and it will be clear in the correspondence that the trip will only go ahead should the costs be covered completely. For some trips we may operate a system so that the cost can be spread over a longer period. The school will support trips where possible for Pupil Premium children.

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. Parents are asked to contribute towards part of the cost of the visit or activity, and the rest could be met from the proceeds of general fund raising events. All requests for Voluntary Contributions will have been made on the basis of covering costs – they are not intended to make profit.

### **Education Partly During School Hours**

Sometimes an activity may happen partly during and partly outside school hours. If half or more of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge can be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours.) As an example, a long distance trip might involve much travel before and after normal school hours, but if the time spent at their destination falls mainly within school hours, the trip could count as happening in school time and be free of charge. By contrast, a trip which involved leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place outside school time. Charges would then be allowed.

### **Residential activities**

Special rules apply for residential activities. In cases of financial hardship the school will seek to support the cost of the visit. This will normally be in situations where parents can PROVE that they are in receipt of state funded benefits:

### **Remission**

Parents/guardians who have contributed voluntarily may have a refund if their child is unable to take part in the trip through illness.

### **Freedom of Information Act 2000**

Requests for school policy documents will be e-mailed on request. Charges made to members of staff and other educational bodies will be at the discretion of the Head Teacher.

### **Optional Extras**

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to support an optional extra. This includes supply teachers engaged specifically to provide the optional extra.
- The cost, or proportion of the cost, for teaching staff employed to provide tuition.
- Childcare at Triangle for Nursery and School children.
- Childcare for Nursery at lunchtime

### **Replacement Charges**

Parents will be asked to pay for the replacement of equipment, materials, etc. where items need to be replaced due to wilful damage or careless loss.

The charge will be at the Head Teachers' discretion, based upon replacement cost and value of the lost/damaged item.

This policy has been approved by the Resources Committee – 14<sup>th</sup> March 2022

This policy will be reviewed annually and updated as necessary.