

<b>Whitchurch Church of England Primary School</b>	Effective Date:	May 2024
<b>Policy and Procedure Statement</b>		
 <p><b>Charging Policy</b></p>	Review Date:	May 2025
	Review:	Annually
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<b>Head Teacher</b>	Mrs C Pritchard	
<b>Chair of Governors</b>	Mrs J Fisher	

## **1. Introduction**

This policy sets out the Governors' policy on charging parents of registered pupils for activities. It also details policy for seeking voluntary contributions, where charging is not permissible and activities fall outside the scope of the current budget.

The Governing Body has considered the implications of the Education Act 1996, in respect of Charging for School Activities. It also recognises that the many activities which enrich the school curriculum by way of visits, speakers etc. would be an unsustainable drain on existing financial resources, and therefore fully supports the school in seeking voluntary parental contributions as means of funding such activities.

The Governing Body requires that any request for voluntary contributions must make it clear:

- that there is no obligation to contribute
- 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
- if voluntary contributions are not sufficient to support the activity then it may need to be cancelled

## **2. Aims**

- To ensure that no pupil is disadvantaged through their inability to afford an activity
- To prevent the unsustainable drain on unofficial and donated funds
- To provide mechanisms for group activities to be self funding

## **3. Principles**

- All pupils will have access to relevant activities.
- For activities where charges are requested the school will consider requests for assistance with payment, within the resources that are currently available.
- The school will not increase charges to cover the costs of parents who do not pay.

## **4. Responsibilities**

### **Class Teachers**

- When organising activities that have a cost consider whether:
  - a charge is to be made
  - a voluntary contribution is to be requested
  - or to seek clearance from the Head Teacher that the activity will be funded by the school
- Ensure that expected contributions will meet the cost well before committing the activity
- Ensure that the reason a contribution is requested is clear to parents
- Ensure that procedures laid out in this policy are followed when requesting voluntary contributions or charging for activities

### **Head Teacher**

- To authorise activities that the school will fund
- To consider requests by parents for assistance with payments
- To pass on such requests to those agencies that may be of assistance

### **Governors**

- To agree this policy in consultation with the Head Teacher and Governing Body

## **5. Key Procedures**

### **5a Voluntary Contributions**

- When organising school trips, visits and activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip.
- Parents will be asked to make voluntary contributions towards the cost of transport and activities taking place during Residential Visits. If insufficient voluntary contributions are raised to fund a residential visit, or the school cannot fund it from some other source, then it will be cancelled and any voluntary contributions received will be refunded, after the deduction of any cancellation charges levied.

All requests for voluntary contributions must contain the following statements:

- there is no obligation to make a contribution
- pupils at school will not be treated differently according to whether or not their parents have made any contribution in response to the request
- if voluntary contributions are not sufficient to support the activity then it may need to be cancelled

*Sample statement - Contributions are voluntary; however, if a significant amount is not received the event will need to be cancelled. Unfortunately, school is not in a position to heavily subsidise trips and events. No child will be disadvantaged by not making a contribution.*

## **5b Charging**

The Governing Body has determined the school will charge for:

- Instrumental Tuition
  - Charges will be levied on a pro-rata basis – a fixed price for each term regardless of the number of lessons – reflecting the cost to the school.
- Board and Lodging for residential activities: Where the school organises a residential school trip in school time, or mainly in school time, or if it organises a residential visit outside school time but which provides education directly related to the National Curriculum, parents are liable for board and lodging (unless they are in receipt of certain benefits as detailed below). The charge for board and lodging will not exceed the actual cost.
- Where appropriate, damages for which a pupil has been responsible
- Defaced or lost property. For example:
  - Homework Diary
  - Library book
  - Text Book
  - Home Reading Book
- Activities that take place outside of school hours where a cost is incurred
- Provisions under the Freedom of Information Act:
  - To charge a fee not exceeding the cost of supply in respect of a request made under the Education (Pupil Information) (England) Regulations 2005; and
  - To charge a fee, in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000.

## **5c. After School Clubs**

- Clubs run by outside groups sometimes involve a charge. In these circumstances parents/guardians enter into a payment agreement directly with the organisation involved.

## **5d. Equal opportunities**

Families in receipt of Income Support, Family Credit or who are unable to meet charges should make this known to the school, who will be able to provide advice and support.