

Whitchurch Church of England Primary School	Effective Date:	January 2018
Policy and Procedure Statement		
 <p>Charging Policy</p>	Revision Date:	January 2020
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Head Teacher	Mrs K Steven	
Chair of Governors	Mrs C Datta	

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 – see appendix A for a letter template

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 Finance Committee

5. Key Procedures

5a Voluntary Contributions

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 - Guidance states that 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 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 Data Protection and Freedom of Information Acts:
 - To charge the statutory maximum fee in respect of a request made under the Data Protection Act 1998
 - To charge a fee not exceeding the cost of supply in respect of a request made under the Education (Pupil Information) (England) Regulations 2000; and
 - To charge a fee, in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000.

5c. 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.

Appendix A Letter to parents template

Year group: Venue – Date of visit

Dear Parents,

Classes:	Doves and Kingfishers
Activity:	Trip to Hampton Court Palace
Date of activity:	Wednesday 15 th November 2017
Summary of event:	We will be participating in a workshop about the changing monarchy and exploring the house and grounds
Cost per child:	£15.60 Guidance states that 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.
Payment due by:	Monday X November 2017 (online/cash/cheque payable to Whitchurch CofE Primary School)
Times:	Leaving at 9.00am and returning no later than 4pm traffic allowing
Clothing/equipment required:	School uniform, comfortable shoes, waterproof coat, rucksack, packed lunch but no fizzy drinks or glass bottles.

If your child has an inhaler or is on any medication on the day of the visit, please ensure that they have everything they need for the day with them and that we are notified in writing. If your emergency contact number for the day will be different to the number we have on file, please ensure you give us the new number.

Finally if you would like to help and have DBS clearance, please fill in the slip below and I will let you know, as soon as possible, if you are needed.

Yours sincerely,

Year Teacher

Year 5 Trip to Hampton Court Palace – Wednesday 15th November 2017

Please return slip and payment to school by Monday 6th November 2017

Child's full name: Class:

(please tick)

I consent to my child taking part in the trip to Hampton Court Palace

I enclose payment of £15.60

I have paid online

I am not making a voluntary contribution for this event.

I understand that if not enough contributions are received this event may be cancelled.

(Please note: this permission form MUST be returned and can be done online at replies@whitchurch.hants.sch.uk or via class teacher)

Please do not hand in at the office if at all possible

In the event of illness or accident, I consent to any necessary medical treatment required for my child. Please declare any known medical condition and/or any medication which your child is receiving.

Medical condition/medication:

Contact telephone numbers in case of emergency, or should there be any change in arrangements on the day:

.....

My child is entitled to free school meals and requires a packed lunch

YES* / NO*

I would / would not be available to help on the visit (please delete as appropriate)

I do / do not have a DBS clearance (only relevant if volunteering to help) (please delete as appropriate)

Signed:(parent/carer) Date: