



HIGH LANE PRIMARY SCHOOL

Charging Policy

Date policy was agreed with Governors	March 2023
Review Date	March 2024
Person(s) Responsible	Headteacher/Governors
Signed:	Date:

At High Lane Primary School, we value every child as an individual and believe it is important for all children to reach their full potential in a safe, happy, supportive and exciting environment. We seek to develop independent learners who are equipped with the necessary skills, knowledge and understanding to thrive within an ever-changing world. We seek excellence and enjoyment in everything we do.

Introduction

The objectives of the charging provisions in this policy are:

- To maintain the right to free school education
- To establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost
- To emphasise that there is no statutory requirement to charge for any form of education or related activity but to give LAs and schools the discretion to charge for optional activities provided wholly or mainly out of school hours
- To confirm the right of LAs and schools to invite voluntary contributions for the benefit of the school, or in respect of any activity organised by the school, whether inside or outside school hours

Policy Review and Amendment

This policy shall be reviewed annually by the School Governing Body. Any amendments shall be approved by the Governing Body and shall be communicated to parents.

School Hours

School hours are those when the school is actually in session – they do not include the midday break. The school hours are:

9.00 am to 12.00 pm; 1.00 pm to 3.15 pm on each weekday during term

Education During School Hours

No charges will be made for any activity offered to pupils during school hours, with the exceptions given in (a), (b) and (c) below.

- (a) Where parents have indicated in advance a desire to own a finished product made during a practical course (such as Craft, Design and Technology and Home Economics), a charge for the materials or ingredients may be made
- (b) Where parents have indicated in advance their agreement, charges may be made for the actual cost of individual tuition in the playing of a musical instrument where the tuition is not part of the syllabus or prescribed examination.
- (c) Charges may be made for the actual cost of board and lodging associated with residential activities. However, no charge shall be made for pupils whose parents or guardians are in receipt of Pupil Premium if parents request this in advance.

Education Outside School Hours

No charges will be made for any activity offered to pupils outside school hours with the exceptions given in (a), (b), (c) and (d) below.

- (a) Where parents have indicated in advance a desire to own a finished product made during a practical course (such as Craft, Design and Technology and Home Economics), a charge for the materials or ingredients may be made.
- (b) Where parents have indicated in advance their agreement, charges may be made for the actual cost of individual tuition in the playing of a musical instrument where the tuition is not part of a syllabus or prescribed examination.

- (c) Charges may be made for the actual cost of board and lodgings associated with residential activities. However, no charge shall be made for pupils whose parents or guardians are in receipt of Pupil Premium, if parents request this in advance, provided the activity fulfils any prescribed public examination syllabus requirement or the statutory duties relating to the National Curriculum or religious education.
- (d) Where parents have indicated their agreement, charges may be made for other activities which are recognisably distinct from the curriculum.

Damage and Loss of School Property

The School Governing Body reserves the right to charge for the cost of repairing or replacing any school property damaged as a result of the inappropriate behaviour of a pupil.

The School Governing body reserves the right to charge for the cost of replacing any non-returned property which has been loaned or hired to a pupil. This right is delegated to the Headteacher.

All incidents of damage and loss of school property caused by the inappropriate behaviour of a pupil shall be recorded.

Remission

Prior to any activity where remission of charges may apply, the Headteacher shall advise all parents that anyone in receipt of pupil premium/free school meals may be entitled to claim remission. Such a claim should be done by contacting the Headteacher in confidence in writing.

The discretion to remit in whole or in part any charge that may be made by the school is delegated to the Headteacher.

Remission may be made on the grounds of educational considerations with regard to both the pupil and the school needs.

Remission may be made on the grounds of financial considerations with regard to both the pupil and the school needs.

Remissions may be made on a group or individual basis.

Where we make a charge for instrumental tuition within school hours we will offer to remit charges for pupils in receipt of Pupil Premium as defined in DfE guidance as well as in certain other circumstances (e.g. for siblings) in order to ensure specialist music tuition is accessible and affordable for all children. The Governors have agreed on a remission of 100% of music charges for one instrument/music lesson per pupil.

Voluntary Contributions

This policy confirms the right of the school to invite voluntary contributions for the benefit of the school.

This policy confirms the right of the school to invite voluntary contributions in support of any activity organised by the school whether the activity takes place during or outside school hours.

No pupil shall be omitted from an activity in the event of his or her parents being unwilling or unable to voluntarily contribute to the activity.

The school shall invite voluntary contributions for trips organised by the School, whether the trips take place during or outside school hours.

The level of voluntary parental contributions for an activity shall be determined on the basis that, wherever possible, the contributions fully meet the cost incurred on the activity. Thus, whilst there will be no element of subsidy in the calculation of the contributions required, some visits may be subsidised from School Fund. The responsibility for the contribution level is delegated to the Headteacher.

The decision to cancel an activity due to lack of financial support is delegated to the Headteacher.

Should an activity be cancelled due to lack of financial support, all voluntary contributions towards that activity will be returned in full. However, the incurred cost of any such cancelled activity may be taken into account at the planning of contributions of any future activities (see (a) above)

Should the contributions received for an activity not fully meet the cost of the activity due to an insufficient number of contributions, and the activity is not cancelled, then the shortfall shall be met from the School Fund.

Voluntary contributions may also be requested for attendance at additional activities that run outside school hours (eg lunchtimes and after school). Funds raised from these contributions will be used to offset hire charges that would usually be charged to outside agencies who run clubs in school and/or for resources linked to the activities on offer.

Refunds in Cases of Pupil Illness

Should a pupil be unable to attend a School activity due to illness then any charge or voluntary contribution received from the pupil's parents will be refunded in full minus the cost of any coach required. Any resulting shortfall in the cost of the activity shall be met from the School Fund.

Wording of Requests for Voluntary Contributions

The form of words for voluntary contributions shall be:

I do/do not enclose a voluntary contribution of £_____ towards the cost of the visit in accordance with the School Charging Policy.