

# Wickham Church of England Primary School



## Charging Policy

### Introduction

This charging policy has been compiled in line with DfES requirements and in accordance with s457 of the Education Act, 1996 and is regularly reviewed.

We want all our pupils to have an equal opportunity to benefit from a wide range of visits and activities, both on and off site, curricular and extra curricular, with full consideration being given to their family's financial circumstances. This policy sets out our school approach to charging and remissions but does not apply to charges made and determined by other organisations offering activities and services on the school premises.

### School Meals

No charge will be made for pupils entitled to free school meals. (See Appendix 1)

The amount charged to those pupils not entitled to free school will be determined by the catering provider, currently HC3s.

### School Trips

**Day Trips:** When organising school trips which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary, however if we do not receive sufficient voluntary contributions, we may have to cancel the trip. Where a trip does go ahead, it may include children whose parents have not paid any contribution but these children are treated no differently from any other.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we will allow the child to participate fully in the trip or activity with the school funding these costs in order to support the trip. Parents wishing to know how the amount of

contribution requested is calculated will be provided with this information on request. Having calculated the actual cost of the trip.

**Residential trips:** Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. The school believes these trips are an important part of a child's development; however it is unable to accept contributions towards the cost in the same way as it can for day trips. If financial reasons prevent a child attending a residential trip we ask that the matter is brought to the attention of the school so that it can investigate other funding opportunities (ie Parish funding) that might be available in such circumstances. The cost of such trips may be payable by instalments with the non-refundable deposit clearly stated on the initial trip letter.

The school will cover the full contribution for any families receiving income support, income based job seekers allowance or an income related employment and support allowance. Parents wishing to know how the amount of contribution requested is calculated, will be provided with this information on request.

### **Materials & Textbooks**

No charge is made for resources used within school. In some areas of the curriculum the children will make items (i.e torches in Design Technology) where a nominal charge to cover costs might apply if the child wishes to take the item home.

### **Music Tuition**

The school may charges for peripatetic lessons outside of the National Curriculum. These music lessons will be taught in groups of up to and including 4 students. The charge is payable termly and this amount will be reviewed annually by the Finance Committee in the summer term for implementation in the new academic year. The cost charged by the school does not include examination fees, music books or instruments. Pupils in receipt of free school meals are entitled to a 50% discount of the termly fee, limited to one instrument per pupil. There will be a minimum of 30 music lessons during one school year. These may not be equally divided amongst the three terms. There will be no refunds for missed lessons.

### **Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

Charges made and determined by other organisations offering activities and services on the school premises outside school hours are beyond the control of the school.

### **Damage/Loss to Property**

A charge will be made in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be made in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **Lettings**

The school may make its facilities available to outside users. The charge for each hirer will be determined on a case-by-case basis taking into account the costs incurred by the school (Site Manager etc) and the costs charged by the hirer to those pupils taking part in the activity provided. These charges will be reviewed annually by the Resources Committee in the summer term for implementation in the new academic year. See Lettings Policy

### **Miscellaneous charges**

The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

## Appendix 1 Free School Meal Eligibility

A child is eligible for free school meals if their parent or carer receives one or more of the following benefits:

- Income Support
- income-based Job Seekers' Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit, and have an annual gross income, of no more than £16,190 as assessed by Her Majesty's Revenue and Customs (Parents who are made redundant or start working less than 16 hours per week, may find their children are entitled to free meals for a limited period.)
- Working Tax Credit run-on - paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit (provided that they have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of their most recent assessment periods)