

Pensby Primary School



Charging Policy

Mrs K Brown- September 2008 / September 2011 / September 2012
July 2013 / July 2014 / July 2015/May 2016

Charging policy

Policy statement

Rationale

At Pensby Primary School we believe that we can deliver an effective curriculum to our children through our normal budgetary channels. We also strive to provide more than just an effective education, by providing a range of exciting activities and experiences to compliment and enrich the curriculum. Whenever possible we strive to provide these activities and experiences within the normal budgetary channels but this is not always possible.

Purpose:

- To ensure that all staff are clear about the schools charging policy
- To ensure that families are only asked to donate to activities when necessary
- To ensure that the quality and breadth of educational activities and experiences can be maintained through requested voluntary contributions when necessary
- To ensure that those families entitled to Pupil Premium benefit from this when being charged for activities
- To ensure that charging is appropriate and does not exclude any child from an educational activity

Guidelines

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law says:

- Parents will be notified from the outset if the activity cannot be funded without voluntary contributions;
- No child will be excluded from an activity because parents are unable to pay;
- If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit;
- If insufficient contributions are raised, the trip or activity may have to be cancelled.

It is the policy of Pensby Primary School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision.

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges may be made for any materials, books, instruments, or equipment, where a parent wishes	eg a clay model - a charge to cover the cost of the clay	Variable

their child to own them:		
Charges may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	Variable
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for Category A (see below)

No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school*;
- Examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours
 - (a) if it is part of the National Curriculum, or
 - (b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - (c) part of the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transport provided in connection with an educational trip.

* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This Remissions Policy sets out the circumstances in which charges will be waived.

Families qualifying for remission or help with charges

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Category A:

Parents in receipt of:

- Income Support
- Income-based Jobseekers Allowances
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £16,040
- Guaranteed State Pension Credit.

An income-related employment and support allowance that was introduced on 27 10 08

Requests for Voluntary Contributions

The Headteacher will invite a voluntary contribution from families to help meet the cost of appropriate events/activity's. Wording in the letters should be in the form of:

The cost of this activity is £?????. We are requesting a voluntary contribution to help towards the cost of the activity of £?????? Per child. In reality it may be that insufficient contributions may result in the cancellation of the activity. We are very grateful for any contribution you can offer. Please contact the school office if you would to discuss this request.

Those families who are eligible for FSM (Pupil Premium) i.e category A, the charged will be reduced rate of at least 50% less.

Payments

The office staff will monitor contributions and will remind families of the request.

Methods of payment

Wherever possible, payments should made through the schools Tucasi payment system. Staff are only permitted to handle cash in exceptional circumstances e.g. non uniform days.

Conclusions

This policy will be reviewed periodically by governors. Any eventuality not covered by this policy will be considered by the headteacher and governors and a decision made in line with the Local Authorities policy on charging.