

# Pensby Primary School



## Charging Policy

Mrs K Brown- September 2008 / September 2011 / September 2012

July 2013 / July 2014 / July 2015/May 2016/July 2017/June 2018/Sept  
2018/Sept 2019/Sept 2020/Sept 2021

# 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.

At Pensby Primary there are charges for non-curriculum related activities and events that families can choose to access.

### 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
- To ensure that charges made for non-curriculum activities and events, that families can choose to access are not excessive.

### Guidelines – Curriculum activities

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, <b>where a parent wishes their</b>	eg a clay model – a charge to cover the cost of the clay	Variable

<b>child to own them;</b>		
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 pupils entitled to Pupil Premium/ FSM.

**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.

**Guidelines – non –curriculum related activities and events**

These activities and events are not linked to the curriculum and normally take part outside of the school day. Some examples are:

- Breakfast and after school club charges
- PTA events such as film night
- Charity events

Payment for these events and activities must be made through the schools online payment system TUCASI. In an emergency a cash payment may be accepted, but this will be subject to a reasonable additional cash handling charge. In all cases, the online TUCASI payment charge will be made clear as will any additional cash handling charge.

Details of charges can be found in the schools Manual of Financial Procedures.

## **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 the reduction of 50%. Pupils must be in receipt of Pupil Premium. Families who wish to explore if they are entitled to Pupil Premium can find guidance at:

<https://www.gov.uk/apply-free-school-meals>

## ***Requests for Voluntary Contributions***

The Headteacher will invite a voluntary contribution from families to help meet the cost of appropriate events/activity's.

## ***Cost of school lunches, milk, toast, Breakfast and After School Club***

These costs are regularly monitored to ensure any charges cover associated costs. Charges are communicated to families through the schools communication channels.

## ***Payments***

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

## ***Methods of payment***

Payments should be made through the schools Parent Mail payment system. Staff are only permitted to handle cash in exceptional circumstances and in this case there may be an additional cash handling charge. In all cases, the online Parent Mail payment charge will be made clear as will any additional cash handling charge.

## **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.