


## CHARGING POLICY

### (STATUTORY)

<b>Date of Policy Issue/Review</b>	Reviewed 29 <sup>th</sup> October 2018 by Governors Resources Committee
<b>Policy approved/date</b>	By FGB at their meeting on <u>26/11/2018</u>
<b>Signature of Governing Body</b>	
<b>Next review</b>	September 2019

### UN Convention on the Rights of the Child: Articles 28, 29, 26

**Article 26:** You have the right to help from the government if you are poor or in need.

**Article 28:** You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

**Article 29:** Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

## INTRODUCTION

**The Governing Body have a commitment to the provision of a wide range of, non-profit making, additional activities, including clubs, trips and residential experiences and recognise the broad and balanced contribution that these activities add.**

This policy takes into account Charges for School Activities – Education Reform Act 1988. The policy allows for the provision of making ‘voluntary contributions’.

*The Headteacher, in consultation with the Chair of Governors, may withdraw an activity due to be funded by voluntary contributions, which proves to be significantly under supported.*

## CHARGES

The Governing Body follows the guidance on charging for school trips within the Schools’ Manual of Financial Practice and Procedure. It reserves the right to make a charge in the following circumstances for activities organised by the school:

**Residential activities:** Costs incurred in the taking part of residential activities deemed to take place within school hours.

**Activities outside school hours:** The full cost to each pupil of activities deemed to be optional extras taking place outside school hours.

**Musical instrument tuition:** It is the Governing Body’s Policy to recover the cost for music tuition.

**Charging in kind:** The cost of materials, ingredients, equipment (or provision of them by parents) for subjects such as cookery, craft, etc.

**The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.**

**Swimming:** Swimming in Year 5 is provided by the school under the requirements of the National Curriculum.

**Visiting companies:** Where **professional charges** are applicable, **voluntary contributions** may be sought from parents or guardians at the discretion of the Headteacher.

**Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.**

### **REMISSIONS**

- i. If a parent is in receipt of certain specified benefits, they will be exempt from paying the board and lodgings element. The relevant benefits are listed as follows:
  - Universal Credit in prescribed circumstances
  - Income Support (IS)
  - Income Based Jobseekers Allowance (IBJSA)
  - 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 Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14)
  - The guarantee element of State Pension Credit
  - An income related employment and support allowance that was introduced on 27 October 2008

*This is the same eligibility criteria for free school meals.*

- ii. The Governing Body may choose to remit in full or in part the cost of other activities for particular groups of parents. For example, there may be cases of hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body may invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

### **VOLUNTARY CONTRIBUTIONS**

Where the school is planning activities for which voluntary contributions are sought, it will take into account the following factors:

The need for long-term planning to prevent the financial consequences of cancellation if funds are not forthcoming on an adequate basis;

The right of parents to withdraw their voluntary contribution before (but not after) the booking has been made, unless it is stated that the amount is 'non-refundable', such as in the case of residential visits;

The circumstances under which the activity could be cancelled without the school incurring any financial penalty;

The availability of other sources of funding to subsidise the activity, including school funds, trust funds and LEA funds.

