



Steam Mills Primary School

Policy and Procedure: Charging

STEAM MILLS PRIMARY SCHOOL

CHARGING POLICY

Date: Spring 2018

Review Date: Spring 2019

Approved by Governors:

Signed: _____ (Chair)

Steam Mills Primary School wishes to provide all its pupils with the best possible education opportunities available within the funds allocated by the Education Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been, and will continue to be, dependent on financial support. The school would find it quite impossible to maintain the quality and breadth of the educational programme it provides for its pupils without this. The school's concern is to keep financial contributions to a reasonable minimum and to ensure, as far as possible, that all children are able to participate in all activities, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of Steam Mills Primary School has decided that until further notice its policy will be as follows:

1 Day Visits

For educational visits occurring during school time the school will invite a voluntary contribution from parents to meet costs. Whilst contributions are voluntary, visits can only go ahead with sufficient funds. For visits outside school times parents will be charged for all allowable costs.* Charges may be waived or reduced for children whose parents make application to the Head Teacher.

2 Residential Visits outside school time

Parents will be charged for the full cost of the visit, including all allowable costs* and board and lodgings. Charges may be waived or reduced for children whose parents make application to the Head teacher, but trips may not go ahead unless there is sufficient interest and contribution.

3 Any Visit required because of recognised public examinations.

the National Curriculum or the law on Religious Education

The school will invite voluntary contributions from parents to meet costs other than the children's board and lodgings. No charge for board and lodgings will be made to children whose parents are receiving Income Support or Working Families Tax Credit. Charges may be waived or reduced for other children whose parents make application to the Head teacher.

5 Instrumental Music on an individual basis

Any child receiving tuition by a peripatetic music teacher will pay for their lessons and the hire of the musical instruments. Parents in receipt of Income Support or Tax Credit may apply for a bursary. Any other music activities during the day are currently free of charge to parents unless outside providers are employed.

6 Classroom Materials

No charge will be made for materials or equipment used for activities within the classroom. However, for certain practical activities, (technology, cookery etc) parents may be invited to provide materials or ingredients or make small financial contributions. Where parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

7 School Meals

ParentPay is the current portal for the payment of school meals; those on Free School Meals appear on the portal register, but are not charged. Parents are encouraged to keep their ParentPay accounts up to date and reminders are sent about overdue accounts. However, it has been agreed by governors that:

- The school has adopted a No Debt Policy where you must pay for your child's meals up front and their account must be in credit at all times.

8 Breakfast Bunch

Breakfast Bunch is charged for with relevance to time before 8am is £3 and after 8am is £2. Children will be provided with a variety of breakfasts and activities until 8.50am where they will go to their classrooms.

Payment will be made at the beginning of the week or on the day of using the facility. If debts are outstanding then the Breakfast Bunch facility cannot be accessed until the account is cleared.

- The school has adopted a No Debt Policy where you must pay for your child's meals up front and their account must be in credit at all times.

9 After School Clubs

Where after school clubs are external providers, the school will apply an appropriate charge. Where after school clubs are provided by staff, the school reserves the right to charge for materials and equipment.

10 Outside Providers

Where external providers are employed by the school and paid either by the school or directly by parents/carers and a family wishes to cancel the provision, a notice period is applicable. This notice period is equivalent to four lessons.

11 Policy Review

The Governors of the school are required to keep their policy under review.

*

Allowable Costs include

- i) The pupil's travel and subsistence costs
- ii) Materials, books, instruments and other equipment
- iii) Non-teaching staff
- iv) Costs of teaching staff where separately engaged under a contract for services for the visit or activity
- v) Entrance fees to museums, castles, theatres etc
- vi) Insurance costs

Reviewed in accordance with LA guidelines.