

# MAYFLOWER PRIMARY SCHOOL



## Charging Policy 2020-2021

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies (including free schools, studio schools and university technical colleges) are required through their funding agreements to comply with the law on charging for school activities.

<b>Policy Date:</b>	September 2017	<b>Version:</b> 5	
<b>Policy Review Date:</b>	September 2021	Head Teacher: Luke Whitney	Insert Date
<b>Ratified by Governing Body:</b>			
Mrs. Y. Nana (Chair of Governors)	Insert Signature		27.09.21

## **Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, visits and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## **Voluntary contributions for activities as part of the Curriculum**

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.

*The Law says:*

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

## **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular musical clubs provided by the school are also without charge.

## **Swimming**

The school organises swimming lessons for one year group of children. Lessons take place in school time and are part of the curriculum. We ask for a voluntary contribution to cover the cost of transport to and from the pool only. The school funds the provision of a lifeguard/specialist teacher and hire of the pool itself. We inform parents when these lessons are to take place and we ask for their written permission for their child to take part in these.

## **Optional Extra Activities**

(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education)

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events

### **Activities not run by the School or LA**

When an organisation acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents.

### **Residential Visits**

The school organises an annual residential visit for Year 6 children. The cost of this visit includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.

Voluntary contributions for these trips are requested from parents. If we do not receive sufficient voluntary contributions, we may cancel the activity.

### **Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries.

### **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.**

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:-

- Income Support
- Income-based Jobseekers Allowance
- 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 £16,190 (figure correct for 2011/12)

### **Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We have established a system for parents to pay in instalments;
- When an opportunity for a visit arises at short notice it will be possible to
- arrange to pay by instalments beyond the date of the visit
- Opportunities will not be offered on a 'first pay' first served' basis as this
- would be discriminatory

Parents should speak to the head teacher confidentially to discuss remissions and reductions as above, and the Head teacher will apply this policy consistently and fairly. The Head Teacher may ask to see evidence to meet the criteria, but will not keep a copy. The Head teacher will use the school budget funding to make these remissions and reductions, and the Finance Committee will ensure that adequate resources are allocated for this purpose.

### **Breakages & Fines**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:-

- broken windows
- defaced, damaged or lost text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour.

It is the policy of the Governing Body to delegate to the Chair and the Head Teacher the determination of any individual case arising from the implementation of this policy.

Authority for the day to day management of this policy will be devolved to the Head teacher.

This policy will be reviewed annually.

Signed: \_\_\_\_\_ (Chair of the Governing Body)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Head Teacher)

Date: \_\_\_\_\_