

WORMLEY C of E PRIMARY SCHOOL (VC)

CHARGING POLICY

Summer 2015
Summer 2018

WORMLEY C OF E PRIMARY SCHOOL (V.C.)

CHARGING POLICY

1. Introduction

This charging policy has been compiled in line with DfES requirements and in accordance with s457 of the Education Act, 1996.

2. Voluntary Contributions

- 2.1 Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip/activities. If the activity cannot be funded without voluntary contributions parents will be notified from the outset. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. Where there are not enough voluntary contributions to make the trip/activity possible, then it will have to be cancelled. All requests for voluntary contributions will emphasise their voluntary nature.

3. School Trips/Activities

3.1 Day Trips

No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. *(but also refer to section 2).*

3.2 Residential Trips - Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

The school has an established system for parents to pay in instalments.

3.3 Residential Trips – Non Essential

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for examinations:

- i) If the proportion of normal school hours on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- ii) If the proportion of normal school hours on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

The school has an established system for parents to pay in instalments.

4. Examination Entries

- 4.1 A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

- 4.2 A charge will be levied in respect of examination entries for pupils where
- the school has prepared the pupil for examination and
 - it considers that for educational reasons the pupil should not be entered and
 - the pupil's parent/carers wishes to be entered. (or pupil himself/herself when over 18 years old)
- In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.

- 4.3 A charge may be levied for pupils resitting an examination.
- 4.4 A charge may be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- 4.5 The charge levied in 3.1-3.4 above will be the cost of the examination entry, plus any applicable centre fee.

5. Materials and textbooks

- 5.1 Where the pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

6 Music Tuition

- 6.1 The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. Up to 100% discount is available (from Hertfordshire Music Services only) to pupils whose families are entitled to free school meals.

7. Activities Outside School Hours

- 7.1 No charge is made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. (See section 8).
- 7.2 If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.
- 7.3 For all other activities outside school hours, a charge up to the cost of the activity will be levied.

8. Damage/loss to Property

- 8.1 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- 8.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

9 Other charges

The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing an OFSTED report, Freedom of Information and DVD's.

10 Breakfast & After School Clubs

- 10.1 A charge is made to parents of children attending breakfast and after school club. Breakfast club runs from 7.45am – 8.45am and after school club runs from 3.15pm – 4.30pm or 3.15pm – 6.00pm. There is a choice of times children can be booked in to attend and parents are invoiced accordingly. Parents are invoiced monthly in advance and payments are collected in school following HCC procedures. Wisepay is set up for parents to pay online.

The school offers 5% discount for two or more children attending.

11 Pre-School

- 11.1 Pre School parents of children under three years old are invoiced monthly in advance for sessions booked. All monies are paid in at the school office and recorded and banked in line with HCC procedures.
- 11.2 Parents wishing to claim the 15 hours a week funded have to complete HCC forms.

12. Remissions Policy

- 12.1 If the parent/carer of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; a guaranteed state pension; or child tax credit (providing they do not also receive working tax credit), Pupil Premium parents/carers shall pay half the cost of the day/residential trip or activity.
- 10.2 Parents should speak to the Headteacher in confidence to discuss remissions and reductions, and the Headteacher will apply this policy consistently and fairly. The Headteacher may ask to see evidence to meet the criteria, but will not keep copies of any documentation.
- 10.3 The Headteacher, Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Signed: Headteacher..... Date.....

Signed Chair of Governors..... Date.....

Signed Chair of Resources Committee..... Date.....