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# CHARGING POLICY

## May 2019

DATE POLICY APPROVED BY GOVERNORS: February 2020

DATE POLICY RATIFIED BY GOVERNORS: March 2020

REVIEW DATE: March 2021

SIGNED: CHAIR OF GOVERNORS

SIGNED: HEAD TEACHER

# Hazel Grove Primary School

## **CHARGING POLICY**

### **Introduction**

The Education Reform Act 1988 requires that school governing boards draw up, and keep under review, their own policies in respect of charges and remission arrangements.

The objectives of the charging provisions in the 1988 Act are:

- To maintain the right to free school education
- To establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost
- To emphasise that there is no statutory requirement to charge for any form of education or related activity but to give LAs and schools the discretion to charge for optional activities provided wholly or mainly out of school hours
- To confirm the right of LAs and schools to invite voluntary contributions for the benefit of the school, or in respect of any activity organised by the school, whether inside or outside school hours

### **Policy Review and Amendment**

This policy shall be reviewed every three years by the School Governing Board. Any amendments shall be approved by the Governing Board and shall be communicated to parents.

### **School Hours**

School hours are those when the school is actually in session – they do not include the midday break. The school hours are:

KS1 8.50 am to 11.45 - 1.00 pm to 3.10 pm on each weekday during term  
KS2 9.00 am to 12.25 pm - LKS2 1.15 pm to 3.20 pm on each weekday during term &  
UKS2 1.25pm to 3.30 pm on each weekday during term

### **Education During School Hours**

No charges will be made for any activity offered to pupils during school hours, with the exceptions given in (a), (b) and (c) below.

- (a) Where parents have indicated in advance a desire to own a finished product made during a practical course (such as Craft, Design and Technology and Home Economics), a charge for the materials or ingredients may be made
- (b) Where parents have indicated in advance their agreement, charges may be made for the actual cost of individual tuition in the playing of a musical instrument where the tuition is not part of the syllabus or prescribed examination.
- (c) Charges may be made for the actual cost of board and lodging associated with residential activities. However, pupils whose parents or guardians are in receipt of Universal Credit may receive support from school with the cost.

## **Education Outside School Hours**

No charges will be made for any activity offered to pupils outside school hours with the exceptions given in (a), (b), (c) and (d) below.

- (a) Where parents have indicated in advance a desire to own a finished product made during a practical course (such as Craft, Design and Technology and Home Economics), a charge for the materials or ingredients may be made.
- (b) Where parents have indicated in advance their agreement, charges may be made for the actual cost of individual tuition in the playing of a musical instrument where the tuition is not part of a syllabus or prescribed examination.
- (c) Charges may be made for the actual cost of board and lodgings associated with residential activities. However, pupils whose parents or guardians are in receipt of Universal Credit may receive support from school with the cost, provided the activity fulfils any prescribed public examination syllabus requirement or the statutory duties relating to the National Curriculum or religious education.
- (d) Where parents have indicated their agreement, charges may be made for other activities which are recognisably distinct from the curriculum e.g. sports clubs to develop a key interest

## **Damage and Loss of School Property**

The School Governing Board reserves the right to charge for the cost of repairing or replacing any school property damaged as a result of the inappropriate behaviour of a pupil.

The School Governing board reserves the right to charge for the cost of replacing any non-returned property which has been loaned or hired to a pupil. This right is delegated to the Headteacher.

All incidents of damage and loss of school property caused by the inappropriate behaviour of a pupil shall be recorded.

## **Remission**

Prior to any activity where remission of charges may apply, the Headteacher may grant a remission of charges to parents in receipt of Universal Credit. Such a claim should be done by approaching the Headteacher in confidence.

The discretion to remit in whole or in part any charge that may be made by the school is delegated to the Headteacher.

Remission may be made on the grounds of educational considerations with regard to both the pupil and the school needs.

Remission may be made on the grounds of financial considerations with regard to both the pupil and the school needs.

Remissions may be made on a group or individual basis.

## **Voluntary Contributions**

This policy confirms the right of the school to invite voluntary contributions for the benefit of the school.

This policy confirms the right of the school to invite voluntary contributions in support of any activity organised by the school whether the activity takes place during or outside school hours.

No pupil shall be omitted from an activity in the event of his or her parents being unwilling or unable to voluntarily contribute to the activity.

The school shall invite voluntary contributions for trips organised by the School, whether the trips take place during or outside school hours.

The level of voluntary parental contributions for an activity shall be determined on the basis that the contributions fully meet the cost incurred on the activity. Thus there will be no element of subsidy in the calculation of the contributions. The responsibility for the contribution level is delegated to the Headteacher.

The decision to cancel an activity due to lack of financial support is delegated to the Headteacher.

Should an activity be cancelled due to lack of financial support, all voluntary contributions towards that activity will be returned in full. However, the incurred cost of any such cancelled activity may be taken into account at the planning of contributions of any future activities (see (a) above)

Should the contributions received for an activity not fully meet the cost of the activity due to an insufficient number of contributions, and the activity is not cancelled, then the shortfall shall be met from the School Fund.

### **Refunds in Cases of Pupil Illness**

Should a pupil be unable to attend a School activity due to illness then any charge or voluntary contribution received from the pupil's parents will be refunded in full. Any resulting shortfall in the cost of the activity shall be met from the School Fund.

### **Wording of Requests for Voluntary Contributions**

The form of words for voluntary contributions shall be:

I do/do not enclose a voluntary contribution of £\_\_\_\_\_ towards the cost of the visit in accordance with the School Charging Policy.