



# CLIFTON COMMUNITY PRIMARY SCHOOL

## CHARGING POLICY

'Enjoy and Achieve Together'

Head Teacher L. Jones	Sign and Date	March 2020
Author LA/L.Jones	Sign and Date	March 2020

Next Review Date	September 2021
Committee Responsible	Governing Board
Document locations	Staff shared Drive – Policies

### Change History

Version	Date	Change Description	Stored
1	March 2020	Updated version from the LA	Policies / staff shared
2			
3			
4			
5			
6			

Please note this policy has been adopted by Clifton Primary School from the Local Authority of Salford. All content has therefore been written by the LA.

Headteacher – Ms L.M.Jones  
Chair of Governors – Ms J. Elliott

## Charging and Remission of Charges Policy

### Introduction

This policy, which has been approved by the school governing body, lays down the criteria for charging parents and children for specific activities, tuition and loss of school property. The policy follows the recommendations of the Education Reform Act 1988 entitled 'Charges for School Activities' as expanded in the 2/89 D.E.S. Circular January 1987 and the subsequent review in the Head's Legal Guide of June 1998.

### 1. Principles

The principles, which underline this policy, are:

- To maintain the right to free education during school hours.
- To establish that curricular activities offered by the school, whether wholly, mainly out of, or completely outside of school time, should be available to all children, although this may be dependent upon the receipt of sufficient contributions of money to cover the total cost of the activity.
- To emphasise that there is no statutory requirement to charge for any education but that certain optional activities provided wholly, mainly out of, or completely out school hours may be charged for.
- To confirm the right of the governing body to invite voluntary contributions to support any activity organised by the school whether during or outside school hours.
- To establish that extra-curricular activities (that is, those that are not included in the National Curriculum) will be charged at the appropriate rate to cover the cost of the activity.
- School subsidises trips where there are considered to be a sound reasons or that the parent is unable to help meet with the total cost. School uses a small amount of 'Pupil Premium' to support struggling families.

### 2.

#### Charging for activities within school

##### a. Musical Instrument Tuition

- Where a parent requests an individual lesson on a musical instrument, a charge *will* be levied which shall not be greater than the actual cost of the provision of the specialist teacher for that lesson. This fee will be set annually and will alter in accordance with the cost of tuition, and the number of children receiving tuition.
- Subject to availability, a school instrument may be loaned to a child for a specified loan fee, which will not vary irrespective of the type and condition of the instrument.

The school retains the right to set the fee annually.

##### b. Home Economics and Craft Design Technology Materials

Where parents have indicated in advance in writing that they wish to own the finished product, a charge, not greater than the cost of the materials, may be levied.

##### c. Residential Visits

For visits, which involve staying overnight away from home, a charge will be made to cover the actual cost of the board and lodging, as well as travel and activity costs.

(See above – Pupil Premium)

**3. Charging for damage or loss**

Where library or reading books are lost or damaged as a result of child misbehaviour, the full charge of the book will be levied. (Appendix 3)

Where a book is lost due to neglect, a contribution, to assist with the purchase of a replacement, will be requested from the child's parent. (Appendix 2)

**4. Voluntary contributions**

To support school activities, parents will be invited to make voluntary contributions. Guidance will be given on the level of contribution appropriate to the activity although there is no limit to the extent of the contribution which could be used to subsidise pupils of low-income families. (Pupil Premium)

Whereas no child will be excluded because of a parent's unwillingness or inability to pay, parents will be informed that if sufficient voluntary contributions are not received, the activity may not go ahead. (Appendix 1)

**5. Activities organised by a third party – not L.A., Governors or school**

Should a third party advertise a school hours trip, and the governors grant the participating children and teachers leave of absence, the restrictions on charging would not apply and parents would be free to choose whether or not their children participate.

**6. Implications of this policy**

In most respects this policy follows the legal requirements of the Education Reform Act 1988 and the 2/89 D.E.S. Circular January 1987 entitled 'Charges for Activities' and therefore, with the exception of a few permissible variations, must be complied with. It is the duty of the school and governors to ensure this.

**7. Drafting of the policy**

The policy was drafted by governors of the school and has been approved by the headteacher and the whole governing body.

**8. Review**

This policy will be reviewed every three years and updated, with the approval of the governing body, at any time that conditions demand it.

**9. Person to initiate this review**

The executive committee or chair/vice chair.

**10. Date of Approval by the full governing body.**

To be approved at next Executive Meeting September 21

Appendix 1 –  
Typical letter

Dear Parent/Carer,

On Monday 19<sup>th</sup>October, the children from Year xxxxxxxxxxxxxxxxxxxxxx; as part of their topic and science work this term.

The children will be leaving school for the morning and will be back for approximately 5.15pm. School uniform is not needed that day but the children must wear suitable clothing (they will be outside and need a waterproof coat, school shoes and a rucksack to carry food/ drinks and a work booklet for the day.) Failure to have these, could result in a child missing out on a particular activity. The children will need a packed lunch (no fizzy drinks or sweets). If your child is entitled to free school meals we can provide a packed lunch providing you indicate on the slip below, otherwise we will presume that your child is bringing a packed lunch from home. If your child normally pays for a dinner please do not include money for that day when you send in your payment on the Monday.

We are asking that each parent/carer contribute £7 towards the cost. The contribution is voluntary but the trip may not run if enough parents are not willing to contribute to the cost of the trip.

No extra money will be required on the day. It is vital that the children have inhalers and any medication with them for the trip.

Please complete the form and return the slip by Wednesday 14<sup>th</sup>October

Thank you in advance for your support.

L.M.Jones  
Headteacher

.....  
Year 5/6 Wildlife Park Trip

I give permission for my child .....class.....  
to go to the wildlife park on Monday 19<sup>th</sup>October 2020. They have no medical conditions that would be affected with contact with animals.

My child is entitled to FSM and **does / does not** require a packed lunch provided by school (please delete)

My emergency contact number is .....relationship.....

Signed ..... Date.....

Appendix 2

Dear Parent/Carer,

It has been brought to my attention that your child has lost their reading/library book. As we buy reading books in class sets it is difficult and costly to replace. We would be grateful if you could please send into school £7.50 to cover the cost of replacement.

Yours faithfully,

L.M. Jones Head teacher

Appendix 3

Dear Parent/Carer,

It has been brought to my attention that your child has damaged their reading/library book. The book damaged is costly to replace- therefore we would be grateful if you would cover the cost of the replacement £XXXXX.

Yours faithfully,

L.M.Jones  
Headteacher