

KINETON GREEN PRIMARY SCHOOL



CHARGING POLICY

**September 2021
Review September 2022**

Kineton Green Primary School

Charging Policy

1. Introduction

The Governing Body recognises and supports the valuable contribution that a range of additional activities such as trips, music tuition and residential experiences make towards pupils' education and development. The school wishes the curriculum to be enriched as far as possible to the benefit of all pupils. Where these additional activities fall outside the school hours or do not form an integral part of the school curriculum, the school is permitted to make charges for these additional activities. Without these charges it would not be possible to undertake many activities.

This policy identifies the categories of charge that the school will make and the circumstances under which those categories will apply. It also outlines any remissions that will be made.

2. Charging Categories

a) **Full Cost**

Activities that are not an integral part of the school curriculum and do not take place within school hours or for which the school is specifically permitted to charge (i.e. there are no school funds/budget identified to support these activities), will be charged at full cost. This charge will include any materials required to undertake the activity. For example, the board and lodgings elements of residential trips will normally be charged at full cost.

Pupils who qualify for free school meals (only pupil premium pupils, not all KS1 pupils who are eligible for Universal Free School Meals) should not be excluded from residential trips or curricular activities due to lack of funding.

School CANNOT charge for:

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

School CAN charge for:

- Board and lodging, and the charge must not exceed the total cost

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits may be exempt from paying the cost of board and lodging:

- Income Support
- Jobseeker's Allowance (Income Based)
- Employment Support Allowance (Income Related)
- Child Tax Credit (but **not** Working Tax Credit) and your annual gross income (as assessed by Her Majesty's Revenue and Customs) is not more than £16,190
- Working Tax Credit Run-on – paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit
- Support under part six of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit

A decision will need to be made as to whether a trip is viable depending on level of payment received.

b) Partial Cost

Activities that are not an integral part of the school curriculum and for which the school is permitted to charge may be charged at partial cost, with the balance made up from school funds/budget. This will normally occur when there is a fixed cost to the school for an activity and monies have been identified within the school funds/budget against these specific activities. The residual cost will then be charged to the participating pupils. This will be subject to availability of school funds/budget to support the particular activity. For example, individual music tuition will normally be charged at partial cost.

c) Voluntary Contribution

No compulsory charge can be made for activities that take place in school hours to enrich the curriculum even if they are not an integral part of the curriculum. For these activities a request will be made for voluntary contributions towards the additional costs of the activity, however no individual child will be excluded from these activities because of non-contribution. If the level of contributions received together with any

available school funds/budget is insufficient to meet the cost of the activity, the activity will not take place. For example, voluntary contributions may be requested for school trips to cover the cost of transport, entrance fees and other expenses.

A small voluntary contribution per pupil to school funds will be requested each term to cover activities and costs for which it is not practical to make individual requests or from which it is expected all pupils will benefit. For example, entertainers/performers who visit the whole school may be paid for entirely out of school funds.

3. Loss and Damage to School Property

A charge will be made for replacement of school property that is lost or damaged beyond reasonable repair. For example, a charge may be made for school library and home loan books that are lost or damaged.

4. Remissions

In case of hardship and upon application by parents, the Governing Body may remit in full or partially the charges in categories a) and b) listed above. The Headteacher in consultation with the Chair of Governors will make authorisation for such remission.

If due to circumstances beyond parents' control a pupil is unable to take part in an activity, the school will refund any charges above the costs, or share of the costs, that have been incurred up to that time by the school for that pupil.

5. General Notes

- The school may make a charge for materials used, or request that parents provide them, for any activity that produces an end product where the parents have expressed a wish to keep the finished product.
- There will be provision made for payment by instalments for larger charges.
- The Headteacher has delegated responsibility for determining, within the constraints of this policy, what category of charge should apply for additional activities, what the charge or voluntary contribution should be and what, if any, contribution will be taken from school funds/budget within the constraints of the monies available.
- The charges applied for an activity will not exceed the total cost of the activity apportioned equally between the participants.
- There is no limit on the level of voluntary contribution that may be requested.
- More than one category of charge may be made for different elements of the same activity. This is likely where some elements can be charged for at full or partial cost and others cannot.
- The examples quoted in this policy may be subject to change. A current list of school activities that are subject to charge and the category of charge applied will be maintained within the school.