

SPIRE JUNIOR SCHOOL

Charging Policy

1. Aims

This statement sets out the school's attitude to charging, describes each type of activity, which will be charged for and explains when charges will be made.

2. Principles

2.1 All education provided within school hours will be free. This includes materials, equipment and transport provided in school hours by the LEA or the school to carry pupils between school and its activity. 'School hours' are those when the school is actually in session and do not include the break in the middle of the day.

2.2 All parents will be informed about school hours in the school prospectus.

2.3 All parents will receive a summary of school charges in the school prospectus.

2.4 The school may invite parents and others from time to time to make voluntary contributions towards any part of the school's work and to permit the provision of activities, which might not otherwise be possible.

2.5 Charges may be made for teaching music either to an individual pupil or to pupils in groups up to four. Voluntary contributions will be invited for group music tuition from outside companies who may be engaged from time to time.

2.6 General fundraising and sponsorship will also be used to permit additional activities. Parents will be informed of the decision to ask for contributions at the planning stage of activities.

2.7 No pupil will be left out of any activity provided in school time because his or her parents cannot or will not make a contribution of any kind if asked to contribute.

2.8 Parents will only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or religious education and when parents agree to pay.

2.9 No charges will be made which exceed the actual cost.

2.10 A charge may include an allowance for the cost of teachers from the school who supervise the activity but only if those teachers have been given a separate contract/formal letter to provide the optional extra.

- 2.11 A residential trip counts as falling within school time if the number of school sessions missed by pupils amounts to half or more of the number of half days taken up by the activity. No charge will be made for a residential activity taking place largely during school time or which meets the requirements of the syllabus for public examination or to do with the National Curriculum or religious education. If most of the time spent on residential activity takes place during school hours no charge will be made.
- 2.12 For a residential activity largely in school time travel costs will be requested only if travel takes place outside school hours.
- 2.13 Charges will be made for board and lodging on residential courses in school time except for pupils whose parents are receiving certain benefits. The Headteacher will advise all parents of the right to claim such free activities if they are receiving benefits.
- 2.14 When parents accompany pupils on an out of school activity, they may be invited to make a contribution towards the cost of transport and/or the activity
- 2.15 A charge will be made for residential trips falling mainly outside school time.

3. School Charges for Pupils and Arrangements for Payment

Voluntary payments will be requested of parents of all pupils to cover the costs of the following:

- Baking
- Technology models
- Craft work
- Trips
- Visiting theatre/music groups

4. Miscellaneous Charges (Other than those for Pupils)

4.1 Charges for lettings

The Governing Body will follow directions from the LEA regarding the use of school premises. Charges and arrangements are set out in the Lettings Policy.

4.2 Charges for Photocopying

Staff and others may use the school photocopier at a cost of 10p per A4 copy.

4.3 Private telephone calls

Staff and others using the school telephone may do so at the normal BT costs.

5. Collecting and Banking Sums Collected

5.1 The school will maintain records of all charges collected.

5.2 All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account. (See Financial Regulations and Roles and Responsibilities Document.)

6. Review Procedures

This statement will be reviewed on an annual basis by the Governing Body's Finance Committee and will be adjusted in line with any subsequent guidelines from the DfEE or LEA.