

# **Grange Primary School**

## **Charging Policy**



**November 2016**

**to**

**November 2019**



# GRANGE PRIMARY SCHOOL

## Charging Policy

### INTRODUCTION

This policy sets out our school approach to charging and remissions and is informed by DfE and Local Authority guidance. We wish all our pupils to have an equal opportunity to benefit from school activities both on and off site, within and outside of the curriculum, regardless of their family's financial means.

All charges are subject to constant review.

Grange Primary School **will not** charge for:

**Admissions to Grange Primary School.** No charge will be made for admission to the school roll of Grange Primary School.

#### **School Meals**

No charge will be made for a school meal for children from YR to Y6.

#### **Activities during school hours**

No charge will be made for activities provided during school hours.

*(Definition of school hours is those during which the school is usually in session, not including a break in the middle of the day).*

*We may ask for a voluntary contribution towards an activity provided to enhance pupil learning e.g. to cover the cost of ingredients or materials where parents/carers have confirmed in advance they wish to own the finished product.*

#### **Curriculum activities outside of school hours**

No charge will be made for an activity that takes place outside school hours when it is a necessary part of the curriculum.

#### **Swimming lessons for KS2 and transport (if required) as part of the curriculum**

These lessons occur in school time for some years and form part of the National Curriculum so we make no charge for this activity. No charge will be made for transport provided during school hours for swimming sessions which form part of the curriculum.

#### **Attending Breakfast Club**

No charge will be made for children to attend the schools Breakfast Club. There is a charge for food consumed (see *opposite*). The provision of this service will be kept under constant review.

#### **Music Tuition**

No charge will be levied if music teaching is an essential part of the national curriculum. No charge will be made for instrumental and vocal tuition within school hours.

The school **WILL** charge for:

### **Activities outside of school hours**

We may charge for some other activities that take place outside school hours. The Co-Headteachers, on behalf of the Governors, will decide on the activities we may make a charge for and the level of the charge (including any remissions). This will be set annually and agreed with the governing body.

Where a charge is made, the total collected will not exceed the cost of providing the activity. The total cost of the activity will be divided between the number of pupils taking part in the activity to determine the cost per pupil; no parent will be asked to subsidise the cost to other pupils by paying more than that amount.

Costs we can legally recover are:

- Teaching staff engaged under contract for services to purely provide an optional extra, this includes supply teachers engaged to provide an optional extra.
- Non-teaching staff.
- Any materials, equipment, instruments, books etc. provided in connection with the optional extra.
- Transport costs to an activity outside of school hours.

### **Residential Trips**

We will charge pupils an amount up to the full cost of board and lodging on residential visits whether it is considered as taking place within or outside school hours.

Where pupils are legally entitled to remission, no charge will be made for board and lodging. Evidence of being in receipt of certain benefits will be required.

### **Travel Costs Residential Trips**

No charge will be made for transport costs for residential visits if the number of school sessions is equal to or greater than 50% of the number of half days spent on the visit. However, if the residential visit is considered as being outside school hours a charge may be made in respect of travel but no paying pupil will be required to subsidise the cost of non-paying pupils.

### **Food at Breakfast Club**

A subsidised charge is made by the contractor providing the service for food and/or drinks consumed at the club. The provision of this service will be kept under constant review.

### **Music Tuition - Instruments**

We may operate a deposit system for instruments on loan to pupils who are following an agreed programme of tuition, we will remit these charges for pupils in care of this or any other local authority on our school register and to pupils on our school register who have an entitlement to a free school meal as determined by the completion and acceptance of the entitlement to a free school meal form with the local authority.

### **Grange Primary School**

#### **After School Club Operating between 3.30pm and 6.00pm daily during term time**

A charge will be made for pupils on the register of the After School Club. The charge set will be agreed by the Co-Headteachers with Governors.

The provision of this service will be kept under constant review.

### **Breakages and Damage to Property**

We will seek to recover some or all of the costs incurred due to the wilful damage or breakage of school property or resources. This will be determined by the Co-Headteachers.

We will seek to recover some or all of the costs incurred due to the wilful damage or breakage of school property or resources of a third party where the school has been charged. This will be determined by the Co-Headteachers.

### **Voluntary Contributions**

We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.

- Where we do ask for a voluntary contribution, we will ensure that children of parents who choose not to contribute will not be treated differently from those who do.
- No pupil will be excluded from the activity if their parents do not contribute.
- If the activity cannot go ahead without sufficient voluntary contributions, this will be made clear to parents at the time of requesting the contribution.
- If the activity is subsequently cancelled due to insufficient funds, all monies received will be returned to parents.

### **Miscellaneous Charges**

A charge of £10 (per form) will be made from parents for the completion of passport or nationalisation applications.

The Governing Body will review costs charged under this policy annually.

This policy was approved by the Governing Body on 30<sup>th</sup> January 2017.

Signed: .....

Chair of Governors

Date: .....

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