

Charging Policy



Agreed by Governors	Spring 2024
Date for Review	Spring 2025

Westfield Infant School

CHARGING POLICY

Legislation allows schools to charge for certain activities which take place both inside and outside school hours.

Aim

The aim of this policy is to provide clear information for parents/carers, staff and governors on the arrangements for charging at Westfield Infant School.

In brief the Governing Body recognises that:

- ◆ They must not charge for any activities which take place in school time, apart from instrumental and vocal tuition for individual pupils or pupils in groups of up to four.
- ◆ They may invite parents/carers and others to make voluntary contributions towards any part of the school's work, for example towards the cost of a trip or a specific activity.
- ◆ They may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras (for example after school recreational or sporting clubs).
- ◆ They may charge for board and lodging on residential courses.
- ◆ They can charge for any materials, books, instruments, or equipment, where the child's parent/carer wishes him/her to own them.

Definitions

As stated above, the education provided during school hours on the school premises is free. School hours are those hours when the school is actually in session and does not include the break in the middle of the day between 11.45 a.m. – 12.45 p.m. for Reception pupils, 12.00 p.m. – 1.00 p.m. for Year 1 and Year 2 pupils.

A charge will be made for all non-residential and residential activities which take place during school hours, where the child's participation has been agreed in advance by the parents/carers. The charge will include the cost of travel, entrance fees, insurance, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Subsidised charges – School trips are subsidised by 50% for parents/carers of pupils who qualify for Pupil Premium funding.

Subsidies will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

This policy has been prepared to establish school policy as required by the Education Reform Act 1988.

Practice

The Governing Body of Westfield Infant School recognises the valuable contribution a wide range of activities, including educational day and residential visits can make towards the overall education of all pupils. Activities and visits are encouraged to provide a broad and balanced curriculum and the Governing Body will seek to promote such activities to parents/carers.

Nothing in legislation prevents the school governing body or local authority from asking for voluntary contributions for the benefit for the school or any school activities. All requests to parents/carers for voluntary contributions must make it clear that the contributions are voluntary.

Educational day visits and theatre visits are funded by voluntary contributions from parents/carers. No child is excluded from these activities for not contributing towards the cost. However parents/carers are made aware that if as a direct consequence of a number of parents/carers refusing to contribute to the cost the activity is no longer viable, it will be cancelled and all payments returned.

Both the LA and Governors of Westfield Infant School support the remission policy for families facing financial hardship. When a parent/carer approaches the school for assistance every effort will be made to help.

Any financial support given will be confidential between the Headteacher and the family concerned. At no point will a child be identified to adults or others pupils as receiving any kind of financial assistance.

If parents/carers want milk for children who are on the Free School Meal register or in receipt of Pupil Premium funding, they need to make a request to the school office.

At times of particular difficulties for a family, for example the serious illness of a parent, the school is aware that additional financial burdens such as school trips, uniforms and treats can add to a difficult financial time. Where possible the Headteacher, Deputy Headteacher or Pastoral Leader may be able to signpost parents/carers to support from charities. Before a referral is made, the family will be consulted and confidentiality will be fully respected by school staff.

Governors reserve the right to charge for:

The cost of replacement or repair of school books, materials, equipment or fittings which are lost, broken, damaged or defaced by a pupil. In such cases individual costs

are discussed with parents/carers and any charge made will depend on the item that has been damaged.

Arrangements for items made in Design and Technology:

A cost centre is used for the purchase of materials and ingredients required for food technology, sewing, pottery and other design technology activities. These items are funded from the school budget. When finished, these items can be taken home at no cost to the pupil.

Guidelines

Parents/Carers will be informed at the planning stage if an activity cannot take place without their voluntary contributions.

Activities which require voluntary contributions from parents/carers include day trips.

The voluntary contributions are based on the actual cost of the activity, ie: admission price and transport divided by the number of pupils taking part in the activity.

All trips will be planned in advance and parents/carers given good notice. An option to pay by instalments will be offered where necessary.

When planning day visits, or other activities, staff will seek to obtain the best value for money by obtaining quotes for transport, admission fees, etc.

Links with other policies

This policy has links with has close links with the Inclusion Policy as every effort is made to ensure that all pupils have the opportunity to be included in the trip/activity that is relevant to their year group. An example being that a pupil in a wheelchair would require appropriate transport. An allowance in the budget has been made for such accessibility requirements and will be funded by the school at no extra cost to parents/carers. Extra staffing costs are also factored in to facilitate some pupils with additional needs to be able to go on the trips. It also links to the wider opportunities section of the Pupil Premium Strategy.

Consultation

In line with the LA principle of participation and partnership the following were consulted when drawing up this policy:

- ◆ Teaching staff
- ◆ Support staff
- ◆ Governors
- ◆ Parents and carers

Dissemination of the Policy

Full details and a copy of the policy are available on request to:

- ◆ Parents/Carers
- ◆ LA Officers
- ◆ OFSTED Inspectors
- ◆ Visitors to school as requested
- ◆ Other interested groups

Procedures for Policy Monitoring and Review

Issues related to this policy will be reported to Governors during the termly Headteacher's report to Governors. The Headteacher will monitor the arrangements and report to the Finance sub-committee.

Dependent upon the changes for funding trips, this policy will be reviewed during the Spring Term 2025 or sooner if necessary.

Signed

Chair of Governors

Date