

East Crompton St James' CE (V.A) Primary School



CHARGING POLICY

Date of Policy / Reviews	Author(s)	Approved by Gov. Body	Signed	Next review due
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EAST CROMPTON ST. JAMES' CE (VA) SCHOOL

Charging Policy

Basic Principles

No charge can be made for education during school hours. The definition of 'education' includes materials and equipment. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay instalments will be offered to parents who wish to pay in this way.

Exception

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil. There current charges for music lessons will be £70 per term. There will be a minimum of 30 music lessons during one school year. These may not be equally divided amongst the three terms. There will be no refunds for missed lessons.

Voluntary Contributions

Parents may be invited to make voluntary contributions to extend the value of school funds. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Parents will be asked to make voluntary contributions to school trips, visits or for practical activities. These contributions will not exceed the actual cost. Where an outside provider is used for out of school activities a voluntary contribution will be sought.

Residential Trips

As a school we are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours the parents of pupils who are in receipt of free school meals will be entitled to the remission of these charges. In these circumstances, parents will normally be in receipt of the following support payments:

- Income Support;
- Income-based Jobseeker's Allowance;
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £14,155
- Guaranteed State Pension Credit

Any children in receipt of pupil premium will be entitled to 1 residential trip in KS2 paid for in full with these monies.

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

Musical Instrument Tuition

A charge may be made for instrumental music tuition for groups of up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination that the school is preparing the child to sit, or is part of the national curriculum or the syllabus for religious education, in which case a charge is not permissible. Pupils who are in receipt of free school meals will be entitled to the remission of these charges (as above).

Optional Extra Curricular Activities

School may charge a nominal fee for extra-curricular clubs or activities taking place outside of school hours or at lunch-times. It is not intended that school will use such clubs or activities in order to generate additional funds. Charge will only be made where school has incurred costs for external tuition, coaching or equipment and will be limited to an amount intended to cover such costs.

Pupils' participation in these clubs is in agreement with parents only. The activities undertaken in these clubs will not form an essential part of the curriculum.

Damage to Equipment

Accidents do happen and parents/carers will not be expected to pay for items that are damaged in this way. However where damage is caused deliberately or due to lack of reasonable care then parents / carers will be asked to replace the item concerned.

Lost Equipment and Reading Books

Reading books are given to children as part of their homework. Books given to children are recorded in their reading records. If children lose a book, parents will be required to pay for a replacement. From time to time children may be lent school equipment e.g. musical instruments, text books for homework or practice purposes. Parents will be required to pay for replacement of such items if lost.

School Lunches

Paid School Meals

School will provide lunch to pupils at the cost per meal indicated by the LA. Parents have the right to opt out of school meals provision by providing suitable meals for their children themselves i.e. through sending packed lunches or taking children home for lunch.

This must be by arrangement in advance with the school office. Parents changing from paid school meals to home packed lunches or home lunch must notify the school office before the first day of change. Failure to do this will render the parent liable for the cost of meals prepared for their child until the change has been reported.

Parents are required to pay for meals for the full school week on the first school day of that week. Written reminders will be sent home to parents should lunch money not be paid by the second day of the school week. Parents may pay for meals further in advance if they so wish e.g. monthly, half termly or per term.

School reserves the right to withhold the provision of meals should arrears not be paid by the last day of the school week. This right will not be unreasonably exercised, e.g. where a child has been absent from school for part of a week due to illness. A written notification will be issued before withdrawal of provision. Provision will be re-instated on payment of arrears and monies due for the first week of re-instatement.

Should a pupil be absent from school following payment for meals for the week, a credit for each day absent will be carried forward into the following week. Where meals have been paid

for more than one week in advance, payment will be returned to parents for meals missed due to absence.

Children brought into school after 12.30pm will not be provided with lunch unless arrangements have been made by the parent with the school office in advance.

Free School Meals

Where a request on behalf of a pupil has been made to the LEA and accepted by them, school will provide free lunches for pupils who are eligible under the terms dictated by the LEA.

Currently, pupils are eligible for free school lunches where parents receive:

- Income Support;
- Income-based Jobseeker's Allowance;
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £14,155
- Guaranteed State Pension Credit

Terms of eligibility are subject to change by the LEA.

It is the responsibility of parents to claim free school meals on behalf of their child. Free meals will not be issued unless school has received a **notification** of claim from the LEA. In exceptional circumstances, at the discretion of the Headteacher, provide meals without charge for a period of up to 5 school days to allow parents time to make the necessary claim. After this period, where free meals have not been granted by the LEA, parents will be required to pay for future meals or provide alternative meals themselves.

If a pupil is excluded at lunchtimes and is entitled to free school meals, wherever it is reasonably possible, a school lunch will be prepared for them to take home.

If a child is taken from school at the parents' request in advance of the start of their lunch-break, a school meal will not be provided. Children brought into school after 12.30pm will not be provided with lunch unless arrangements have been made with the school office in advance.

Milk and Fruit

Children from Reception to Year 2 will receive 1/3 pint of milk daily, plus one piece of fresh fruit/vegetable at no charge.