

# HECKINGTON SAINT ANDREW'S CHURCH OF ENGLAND SCHOOL

## CHARGING POLICY

*This Policy is reviewed annually during the Autumn Term*

### 1. Rationale

- 1.1. The Education reform Act 1988 upholds the principle of free education as laid down in the 1944 Education Act, but also recognises that there may be occasions where schools are unable to fully fund all activities.
- 1.2. This policy outlines those circumstances in which charges may be made, voluntary contributions requested or charges remitted.

### 2. Entitlement

- 2.1. All children are entitled to education regardless of race, creed, colour, gender, disability, social or other irrelevant background or previous experience.
- 2.2. All activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes materials and equipment provided by the school within school hours.
- 2.3. Voluntary contributions may be sought for activities during the school day which entail additional costs, for example transport or a visit to the school from an individual or group.
- 2.4. No child is excluded from such an activity should the parents be unable or unwilling to pay. However the Governing Body reserve the right to cancel the activity if the cost is not met by voluntary contributions.
- 2.5. Under the terms of the act the Governing Body is entitled to charge for the cost of musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum.
- 2.6. The School will not charge more per child than each individual child's portion of the full cost.

### Implementation

- 2.7. The responsibility for implementing this policy is held by all members of staff where relevant.
- 2.8. When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If the school does not receive sufficient voluntary contributions, the trip may have to be cancelled.

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**2.9.** If a trip goes ahead, it may include children whose parents have not paid any contribution in which case these children are not treated differently from any others.

**2.10.** Notification of each trip must include the following wording:

*The cost of (trip/activity) amounts to £?? per child.*

*Under the terms of the Education Reform Act we can only raise the cost of this activity by voluntary contribution. There is no obligation to contribute and children will not be excluded from the activity if no contribution is made. However the activity can only continue if there is a sufficient level of financial contributions.*

**2.11.** Sometimes the school will subsidise the cost in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

### **3. Calculating Charges:**

**3.1.** When charging for an activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There is no levy on those who do pay to support those who are unable or unwilling to pay.

**3.2.** The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums and places of interest;
- Sporting activities which require transport expenses;
- Visits to the theatre;
- Musical events.
- In addition voluntary contributions may be requested for consumables which children take home, i.e. cookery items or occasionally craft material such as clay.

### **4. Residential Trips**

**4.1.** If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, there is no charge for the education or travel expenses. In order to cover costs for voluntary contributions are requested as above.

**4.2.** Charges are made to cover the costs of board and lodging. Parents who receive means tested benefits are exempt from payment

### **5. Musical Tuition**

**5.1.** All children study music as part of the school curriculum.

**5.2.** Additional instrumental tuition is taught by peripatetic and local instrumental teachers individually and in small groups.

**5.3.** For the purposes of charging the number of weeks in each term are calculated in advance and Parents are notified of this. Should the

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instrumental teacher be unable to attend a lesson the missing lesson will be made up at another time. Should a child miss a lesson through absence the lesson must still be paid for as the teacher is still available. This is in line with the policy of the LEA's Music Support Service.

**5.4.** Parents are requested to agree to the terms and conditions in Appendix A at the start of each academic year.

**5.5.** An attendance register is kept of lessons attended. Pupils are expected to attend every lesson with their instrument.

**5.6.** Parents in receipt of state benefits are exempt from payment, (see appendix).

### **6. Swimming**

**6.1.** All pupils participate in swimming lessons during the second half of the summer term.

**6.2.** These take place in school time and are part of the National Curriculum. However a cost is incurred as the school employs a teacher with appropriate qualifications to teach swimming and with appropriate life saving qualifications.

**6.3.** Parents are asked for a voluntary contribution to cover the cost of the teacher under the terms set out above. All contributions are voluntary. If the school does not receive sufficient voluntary contributions, the lessons may have to be cancelled. No child is excluded from swimming should the parents be unable or unwilling to pay. The cost in summer 2013 was 50p per lesson.

### **7 Hot Meals**

**8** The School offers Parents the opportunity to buy hot lunches. These are ordered and paid for in advance through an online ordering and payment system set up by 'The Farm Kitchen'. The cost per meal in September 2013 is £2.45p.

### **9 Reimbursements of Costs**

**9.1** Reimbursement of costs will only occur if a tutor is ill and the child misses the activity/lesson. In the case of a child falling ill, taking a family holiday or choosing not to take part in the activity/lesson any more then no reimbursement will be made to the parent.

**9.2** From September 2011, any discussion of reimbursements of costs for unused meals are dealt with by 'The Farm Kitchen'.

**9.3** The school is required to give three months notice to cancel a Peripatetic Teachers time; therefore three months notice will be required by parents if the child ceases to receive lessons during the academic year.

**9.4** Reimbursement of Residential Trip Costs will only be made if the school is able to obtain reimbursement from the trip provider.

### **10 Review**

This policy was compiled by the Headteacher and Governors and is reviewed annually.

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## Appendix A

The school will not make a profit from instrumental tuition charges.

Parents will be notified of the cost of each term's tuition at the beginning of each term.

Parents in receipt of means tested benefit are entitled to a 75% remission. Evidence must be seen by School Office.

In addition there is a sibling discount for those families with more than one child receiving instrumental tuition through the Lincolnshire Peripatetic Music Service as follows:

Child 1– Full cost

Child 2 – 50% Remission

Child 3: 50% Remission

### **Terms and Conditions**

*Specific cost to be added when numbers are known.*

I understand that the cost is based on 38 weeks per year.

I understand I will be charged for the term's lessons regardless if my child is absent, as the school is invoiced by the instrumental teacher for the number of lessons delivered.

(In cases of a child's long term absence please discuss with the Headteacher. If the teacher is absent s/he will be made up the agreed number of lessons).

Where possible absences from lessons created by e.g. a class trip will be taken into consideration when calculating the cost.

I agree to being invoiced for these lessons at the beginning of each term.

If my child wishes to stop the lessons I understand I need to give three months notice for my child to cease receiving lessons during the academic year.