

Brooke Voluntary Controlled Church of England Primary School



Charging Policy

Updated May 2018

Signed by Governors

To be reviewed May 2019 (annually)

Charging Policy

1. Charges for School Activities

Legislation allows schools to charge for certain activities which take place both inside and outside school hours. The F7 Cluster of Schools has adopted the Norfolk County Council Charging Policy.

These are the activities and materials for which you will be charged:

- **Music tuition:** individual tuition in playing a musical instrument which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups any size, provided that the size of the group is based on sound pedagogical principles.
- **Ingredients and materials:** ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- **Travel:** the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.

Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

2. Activities outside school hours

A charge will be made for all non-residential activities which take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of "missed" school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

3. Remission of Charges

Some parents may be eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.

4. Voluntary Contributions

The school cannot charge for education provided during school hours (including the supply of materials, books or other equipment). However the school can ask for voluntary contributions for the benefit of the school or any school activities.

The governing body or Headteacher must also make it clear to parents that there is no obligation to make any contribution.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay.

The school must make it clear that if insufficient voluntary contributions are collected the activity may be cancelled.

The school will make it clear at the outset what their policy for allocating places on school visits will be.

5. Refunds

School Trips - If a child is unable to attend a school trip due to illness, no refund can be made, unless another child is able to attend the trip in their place.

If a trip has to be cancelled, parental contributions will be refunded.

If contributions to an activity exceed the total cost, a refund will be given, if the excess is over £5 per child.

Excess income less than £5 per child will be banked under the school fund account.

Excess of expenditure will be funded by the school fund account.

Music Lessons - Refunds for music lessons will be made if the minimum number of lessons agreed are missed due the absence of the music teacher or closure of the school. Refunds will not be made if the child is ill or on holiday.

School Dinners - Refunds will be given for school meals if notification is received within thirty minutes of registers opening on the morning of the cancelled meal.

Refunds will take the form of credit against future lunches.