



**Baildon Church of England Primary School
and Nursery**

Charging Policy

February 2018

MISSION STATEMENT:

In our school we celebrate being part of God's family. We inspire our children with a love of learning in a safe, happy environment, which will enable them to flourish and reach their individual potential.

INTRODUCTION

The Governors of Baildon CE Primary School believe that children benefit substantially from specialist teaching, visits, residential trips and education off the school site. Whilst they wish to encourage teachers to organise such experiences, they recognise that activities of this kind are often expensive and cannot therefore be met entirely from the school's limited resources. This policy has been drawn up in line with DfE document *Charging for School Activities November 2013* (CFSA) which outlines the statutory requirements of Sections 449-462 of the 1996 Education Act.

AIMS:

To identify and clarify those areas where schools may either charge or seek financial contributions from parents.

The Governing Body of Baildon Church of England Primary School is sympathetic to the letter of the law as outlined below, but also wish to support the school in its policy of providing educational visits and having educational visitors into school. This is seen as vital in extending the educational provision in school.

Unfortunately, the finance received by school is not sufficient to provide for these elements of education. The Governing body has therefore instituted a policy of requesting voluntary contributions from parents to enable such a valuable part of pupils' education to continue.

The following are the main areas of additional activities which Baildon Church of England Primary School attempts to provide, together with our legal and moral position regarding their funding.

RESIDENTIAL VISITS:

Defined as – 'One which requires the pupils taking part, to spend one or more nights away from their usual overnight accommodation'.

Part vi, Chapter iii, 462 1996 Education Act.

1. The school may charge parents for the cost incurred for board and lodgings for residential visits.
2. Participation in any optional activity will be on the basis of parental choice and a willingness to meet such expenses will be on a voluntary basis (see below)
3. Where a charge is made, the school will operate the principles of best value and ensure that the cost is as reasonable as possible.
4. The cost for residential trips can include an appropriate element for:
 - travel costs
 - board and lodging
 - materials, books, instruments and other equipment

- entrance fees to museums, castles, theatres etc...
- insurance

Full remission for board and lodging will be given where parents are in receipt of one or more of the following:

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,105
- the guarantee element of State Pension Credit
- an income related employment and support allowance that was introduced on 27 October 2008

NON –RESIDENTIAL VISITS:

Defined as – visits within school time and/or visitors into school.

When organising school trips, visits or visitors to the school which enrich the curriculum and educational experience of the children, the school may invite parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the event. If an event goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit using funds donated by the PTFA or from the school budget. Parents have a right to know how each trip is funded. The school provides this information on request.

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

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- musical events
- visiting theatre groups
- visiting storytellers
- historical re-enactment actors

NON-RESIDENTIAL ACTIVITIES:

Defined as – visits outside school time (optional extras)

1. If the activity takes place outside school hours, the school may charge parents for travel and other expenses.
2. Participation in any optional activity will be on the basis of parental choice and a willingness to meet such expenses will be on a voluntary contribution basis (see below).
3. The cost can include:
 - travel costs, materials
 - books, instruments and other equipment
 - insurance costs

PRACTICAL SUBJECTS:

Practical subjects such as sewing and baking require substantial levels of consumable resources.

Parents may be charged for or required to supply ingredients and materials if they have indicated in advance a wish to own the finished product.

TUITION IN THE PLAYING OF A MUSICAL INSTRUMENT:

1. A charge may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school hours. This is the case unless it is provided to fulfil the requirements of a syllabus for a prescribed public examination or the requirements of the National Curriculum, when it must be provided free.
2. School will charge individual parents for any hire charges incurred.
3. Where there is a charge to be made for musical tuition or the hire of instruments, parental consent will be obtained before a pupil is given that tuition. Where a child receives tuition from peripatetic staff, either individually or as part of a group activity, there is a direct contract between the providing organisation and the parent and therefore it is subject to the charging policy of the provider.
4. Parents will be given an option to purchase Ocarinas or Recorders for tuition which is part of the National Curriculum.

EXTRA-CURRICULAR ACTIVITIES:

Most of the extra-curricular activities are provided free of charge, but a charge may be made in respect of attending some extra-curricular activities when additional materials are required. Details of the charges will be communicated in advance.

Where some extra-curricular activities are provided by external providers, a charge may be levied, which will be advised in the initial communication and will be subject to the charging policy of the provider.

VOLUNTARY CONTRIBUTIONS:

1. Voluntary contributions may be sought from parents for any school activity
2. Any request for a voluntary contribution will make clear:
 - that there is no obligation to contribute
 - that pupils will be treated equally, regardless of any contribution received
 - the contribution per pupil which is required in order that the activity takes place
 - the implication of possibly cancelling the visit or activity if sufficient contributions are not received
4. When major expense is involved or when deposits have to be paid by the school to secure future activities or events, a deposit may be requested from parents. This should be no more than 10% of the total cost. This will only be refunded to parents if the school or relevant outside agency decide to cancel the event.

SCHOOL MEALS AND MILK:

School meals are charged per day to all children who are not in receipt of Free School Meals, and payment is due a week in advance. The revision of charges for school meals will take place every September.

With effect from September 2014, there will be no charge for school meals for children in Reception and Key Stage 1.

When non-payment occurs, meals will be withdrawn until the debt is cleared.

There is no charge for milk for children in Nursery and Reception and for those families in receipt of Free School Meals.

Fruit is provided free of charge for children in Nursery, Reception and Key Stage 1.