

OAKWOOD JUNIOR SCHOOL

Charging Policy

Review Date	Autumn Term 2014
Reviewed by	Finance Committee
Review Cycle	3 Years
Next review due	Autumn term 2017

Signed :.....

Name :.....
on behalf of the Governing Body of Oakwood Junior School

Charging Policy

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the core National Curriculum.

At Oakwood Junior School we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities. Many of these activities have a cost associated with them and unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge.

Our charging policy, which has been agreed by governors, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Statement

In accordance with guidelines Oakwood Junior School:

- Will not charge for books, materials, equipment and instruction in connection with the National Curriculum taught at school, except where parents have indicated in advance their wish to purchase the product
- Will not charge for any activities which take place in School time, apart from instrumental tuition for individual pupils or pupils in groups of up to four.
- May charge for School-Time activities by inviting parents and others to make voluntary contributions to enable School funds go further. Children of parents who do not contribute will not be treated differently from those who do make contributions.
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- May charge for board and lodgings on residential courses, except for pupils whose parents are receiving: Income Support; Income-based Jobseeker's Allowance; Support under Part V1 of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue, that does not exceed the current set threshold – see HMRC website for further information). The Headteacher will inform parents of the right to claim free activities if they are receiving these benefits.
- May permit organisations to charge parents when such an organisation is acting independently of the School or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity.
- May charge for activities (optional extras), which happen outside School hours when these activities are not necessary part of the National Curriculum.
- Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

Voluntary contributions

We cannot charge for activities which are part of the normal school day or part of the National Core Curriculum provision, but we can ask for **voluntary** contributions for enrichment and enhancement activities, for example trips to the theatre.

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; however, if we do not receive sufficient voluntary contributions we may need to cancel the

Charging Policy

trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

Examples of additional activities which may require voluntary contributions (this list is not exhaustive).

- Visits to museums
- Sporting activities which require transport
- Outdoor adventure activities
- Visits to the theatre or music events
- Transport on trips

Why do we need to ask for voluntary contributions?

We want to offer a wide range of activities to broaden your child's experience but we can't afford to do everything we would wish without help from parents.

If we do not receive enough voluntary contributions we may have to cancel the activity.

Will my voluntary contribution pay for people who have not paid?

No. The amount we ask in voluntary contribution must not exceed the actual cost of the activity per pupil.

We will:

- tell you at the outset if the activity cannot be funded without voluntary contributions.
- give as much notice as possible of any activities which will require voluntary contributions.

Optional extras

We can charge for any materials, books, instruments or equipment if you wish your child to own them.

This means that we may make a charge for:

- Materials used if your child is expecting to bring the finished product home
- Cookery ingredients if your child will bring the result home
- Trips which are not part of the school curriculum and outside the school day e.g. some theatre trips, football matches, music concerts
- After school clubs
- Music tuition if it is not required as part of the National Curriculum and is provided for an individual pupil or for groups of up to four pupils.

The charge will not exceed the actual cost of providing the optional extra.

We will obtain your agreement before we provide the optional extra.

Charging for residential visits

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, we do not make any charge for the education or travel expenses but may request voluntary contributions. However, we do make a charge to cover the cost of board and lodging. Parents who receive state benefits are exempt from payment. The charge will not exceed the actual cost.

We will help you to plan for these costs by:

- Giving as much advance notice as possible of visits/activities
- having clear procedures to enable you to pay by instalments
- Following a fair, objective and transparent procedure for allocating places in case of over-subscription (we shall avoid 'first come, first served' which favours some pupils).