

Green Lane Primary and Nursery School

Royal Borough of Kingston upon Thames



Charging Policy

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At Green Lane Primary School we feel that school visits to places of interest and residential visits are an enjoyable and valuable experience for all pupils which enrich the school curriculum.

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

1	Admissions	No charge will be made for admission.
2	School meals	No charge will be made for pupils entitled to free school meals.
		The cost of school meals will be set by the local authority and contractor. All pupils not entitled to free school meals must pay the amount determined as appropriate in advance.
3	Public examinations	No charge will be made for the entry fee if the examination is on the set list and the pupil has been prepared at the school.
4	Activities for pupils that take place during school hours ('School hours' are those when school is actually in session and do not include the break in the middle of the school day)	No charge will be made for activities provided during school hours (with the exception of music tuition – see Section 8).
		No charge will be made for transport/workshops/entry fee during school hours however a voluntary contribution will be requested.
		A voluntary contribution will be requested to cover any additional activities during school hours that involve a visitor / workshop coming to school or any other costs accrued by the school.
		If a parent feels they cannot afford to make a voluntary contribution they need to meet with Office Manager and complete a discussion form (orange form). They will be encouraged to contribute an amount that they can afford.
5	Activities for pupils that take place outside school hours (non-residential)	No charge will be made for an activity that takes place outside school hours when it is: <ul style="list-style-type: none"> a) an essential part of the curriculum b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school c) part of the school's basic curriculum for religious education
6	Activities that take place partly during school hours either on or off site (non-residential).	Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 4.
		If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, <i>and will apply the same criteria to charging as set out in section 5.</i>

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7	Residential visits (The DfE in its guidance to School Governors states that "For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel.")	<u>Board and lodging</u> We will charge pupils an amount up to the full cost of board and lodging on residential visits whether it is classified as taking place within or outside school hours.
		<u>Travel</u> If the residential visit is classified as being within school hours, no charge will be made for travel costs (legal requirement) although a voluntary contribution will be sought. Where the residential visit is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil.
		<u>Activities on residential visits</u> If the residential visit is classified as being within school hours no charge can legally be made for the educational activities provided. If the residential visit is classified as being outside school hours, a charge will be made for the educational activities provided (see Section 5)
8.	Music Tuition during school hours	No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc.). No charge will be made for the first programme in which the whole class engages with the KS 2 programme of Instrumental and Vocal Tuition (Wider Opportunities). This includes instrument hire, music books etc.
		The Local Authority Music Service will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils.
9.	Childcare	We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the Governing Body, and in accordance with any requirements set by the local authority where it is subsidising the provision.
10.	Damage to property and breakages	We may seek to recover some or all of the costs incurred due to willful damage or breakage of school property. This will be determined by the Headteacher. We may seek to recover some or all of the costs incurred due to willful damage or breakage of property belonging to a third party. This will be determined by the Headteacher.
11.	Remissions and concessions	We may choose to subsidise, in full or part, charges for certain activities and/or certain pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.

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12.	Voluntary contributions	<p>Where we do ask for voluntary contributions, we will make it clear that children's parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents have not contributed.</p> <p>If an activity cannot go ahead because there are insufficient voluntary contributions, the parents will be informed. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to the parents.</p> <p>We will ask parents for a voluntary contribution for School Fund at the beginning of each year. This is used for additional luxuries e.g. cooking ingredients, special resources for special activities e.g. tinsel, glitter etc for Christmas activities.</p>
13.	Photocopying	Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at 30p per sheet and 50p for any colour printing.
<p>We may request a charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Headteacher and the Finance and Premises Committee.</p> <p>Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.</p> <p>Costs we can legally recover are as follows:</p> <ul style="list-style-type: none"> a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra b) non-teaching staff c) any materials, books, instruments or equipment provided in connection with the optional extra d) transport to an activity outside school hours 		