

Temple Ewell Primary School



Charging Policy

Temple Ewell Church of England Primary School **Charging and Remissions**

The Governing body cannot charge parents and pupils for any activity unless it has drawn up a charging policy. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The governing body must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is 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 or a public examination syllabus being followed by the pupil(s).

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such activities are not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

Chapter 23 of A Guide to the Law for School Governors provides further, detailed guidance on residentials, use of mini-buses, public examinations and activities provided during school hours by external bodies.

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: (8.50am – 12.00, 1.00 – 3.15pm).

Roles and responsibilities of Executive Headteacher, Head of School and other staff, governors

The **Executive Headteacher** and **Head of School** will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. It excludes charges made for teaching

individual pupils or groups of up to four pupils to play a musical instrument and any transport costs.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example Football, dance club. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Residential

Charges will be made for board, lodging and travel expenses.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Governors responsible for monitoring Finance and the Executive Headteacher will monitor the impact of this policy by receiving on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

September 2016

Date for review September 2018