

MILLWOOD PRIMARY SPECIAL SCHOOL

CHARGING POLICY- UPDATED FEBRUARY 2017

1 Introduction

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

2 Voluntary contributions

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

If a parent/carer wishes their child to take part in a school trip or event, but is unwilling or 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. Parents/carers 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.

This list is not exhaustive:

- School trips
- Admission charges to venues
- visits to the theatre
- musical events

3. Residential Trips

If the school organises a residential trip 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. However, we do make a charge to cover the costs of the board, lodging, and travel expenses. If parents/carers are experiencing financial difficulties they are invited to write in confidence to the Headteacher (also please see the section on Remissions Policy)

4 Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. A charge will be levied for individual music tuition. Music therapy is part of the school curriculum and, at present, we do not charge for it.

5 Swimming and hydrotherapy

The school organises swimming and hydrotherapy lessons for the pupils. These take place in school time and are part of the National Curriculum. We do not charge for this activity however we ask parents/carers for their written permission for their child to take part in swimming lessons.

6 Activities Outside School Hours

No charge is made for activities that are outside of school hours and are part of the curriculum. However, we may ask for a contribution from parents/carers towards materials.

For all other activities outside of school hours eg after-school clubs, a charge up to the cost of the activity will be levied.

7 Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

8 Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Senior Management Team and School Business Manager in consultation with the Local Authority's Lettings Department and form part of our separate Lettings policy

9 Other charges

The Headteacher, Leadership and Management committee, or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. private photocopying and private telephone calls.

10. School Fund

All contributions to the School Fund are voluntary.

11 Remissions Policy

If the parent/carer of a pupil is in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Universal Credit.
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on

charges in respect of board and lodging will be remitted in full.

This document was created following the guidance provided by the following organisation

Fair Access Division
Department of Education
3rd Floor, Sanctuary Buildings
Great Smith Street
London
SW1P 3BT