



Shears Green Infant School

Head Teacher: Mrs Hayley Kotze

Shears Green Infant School Charging Policy

Shears Green Infant School understands the requirement placed on school Governors with regard to charging for school activities and the Charging Policy is written with reference to the following documents:

- DES Circular 2/89
- Education Act 1996, sections 402,450 – 458, 460
- The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999

1. Policy aims

The aims of our Charging Policy are:

- To adhere to the right of free school education
- To enable all pupils to take full advantage of the activities provided by the school

2. Policy Objectives

The **objectives** of our Charging Policy are:

- To ensure that activities offered in school time should be available to all pupils regardless of their parents' ability or willingness to meet the cost
- To identify those activities for which charges may be levied
- To determine which charges will be remitted for parents experiencing hardship
- To invite voluntary contributions for the benefit of the school in support of any activity organised by the school, either in or out of school hours
- To ensure that the responsibilities for the charging policy are clearly and appropriately allocated
- To ensure the regular review of operations of both Charging and Remissions Policies.

3. Charging

Charging for Activities during School Hours

The Governors of Shears Green Infant School agree that:

- A charge should be levied for ingredients or materials in practical subjects if the parents indicate, at the beginning of each school year, that they wish to keep the finished product
- A charge should be levied for the provision of music tuition to pupils, either individually or in groups of four or less, except where it is provided to fulfil the requirements in the syllabus for a public examination; or where it is part of the National Curriculum.

Parents may make a voluntary contribution to;

- Individual music tuition, except where this is provided as part of the National Curriculum
- The cost of ingredients or materials, where parents have expressed a wish to own the finished product

Charging for Activities outside School Hours

The Governors of Shears Green Infant School agree that:

A charge should be levied for all activities provided outside of school hours, with the following exceptions:

- If the activity is an essential part of the basic curriculum
- If the activity fulfils the requirements specified in the syllabus for a prescribed public examination
- If the activity fulfils the statutory duties relating to religious education
- If the participation in the activity is on the basis of parental choice and parental willingness to meet such charges, since the activity is defined as an 'optional extra'.

Charges **may** be defined as including;

- Pupils' travel costs
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- Entrance fees to museums, castles, theatres, etc.
- Insurance costs
- Engaging teaching staff on a separate contract, specifically for providing the activity (the separate contract may take the form of a letter inviting the teacher to undertake the specific activity in return for payment of expenses and, where appropriate, a fee)

Charges for individual pupils **may not**;

- Exceed the cost of providing the 'optional extra' activity divided by the number of participating pupils (i.e. must not incur a profit)
- Include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to pay
- Include the cost of an alternative provision for other pupils who do not wish to participate, where a small part of the activity takes place in school hours

4. Remissions

On occasions, the Governors of Shears Green Infant School will agree to remit charges for activities where parents are in receipt of Free School Meals

The Governors also delegate the power to the Chair of Governors and Headteacher to determine any individual case arising from the implementation of the policy.

5. Voluntary Contributions

At Shears Green Infant School, we will seek voluntary contributions from parents for the benefit of the school or any school activities, but we recognise that:

- Such contributions are voluntary and no parent is under any obligation to make a contribution
- Pupils will not be treated differently if their parents have not made a contribution
- Parents will be informed of the level of contribution and if the activity could take place if parents were reluctant to support it
- There is no level set on the level of voluntary contributions sought

Signed:

Date:

Reviewed: 29th September 2016

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