

## **Sparsholt C of E Primary School**

### **Policy for Charging**

The Education Reform Act recognises the principle of free school education whilst enabling charges to be made for certain activities.

The governors and staff are committed to the principle of high quality education being provided free of charge. Budgetary restrictions however are such that there are activities of sound educational value, which cannot be funded by the school alone.

**Aim:** To promote a wide range of activities as part of a broad and balanced curriculum and as additional activities.

1. **Pre-payment:** In May 2018, it was announced by the Headteacher that from the start of the Autumn term 2018, all meal payments, music lessons and after school club fees must be paid by parents half termly in advance.

*'Meals: Years R, 1 & 2 and those with free meals entitlement do not currently have to pay for meals. For all other years currently payment is taken in arrears with the school office sending out half termly invoices. Unfortunately, due to further budgetary cuts imposed on the school and the time and logistics behind chasing for payment, and having had advice from the Council, we are going to change the way these meals are paid for. From the beginning of the Autumn term 2018, you will be required to pay for school lunches half termly in advance. This is what nearly all other schools in the county do and we're now just bringing ourselves into line. For administrative purposes, wherever possible, we would prefer payment to be made online using the Scopay website or app but cheques and cash are also accepted in the office. If you need support in setting up or using the online system, please ask in the office.*

*We understand that, on occasions, things change and children may require additional or fewer meals than planned. If your child needs extra school dinners than originally envisaged, you can always top up your meal payments online and if your child needs fewer meals, credit will be carried over to the following week/weeks. To be clear, this change in policy will not affect those children eligible for either Free School Meals (Yr R to Yr 6) or Universal Free School Meals (KS1).*

***Music Lessons, School Clubs & Activities:** Similarly, music lessons and school-led paid clubs will now also need to be paid for in advance. From September 2018 once lessons or clubs are booked for your child, if payment hasn't been received within 2 weeks from the start of each term, you will be notified and your child will be asked to stop attending'.*

2. Trips which take place mainly out of school hours are chargeable. Activities which occur mainly within school hours and are in fulfilment of National Curriculum requirements will not normally be chargeable. However, voluntary contributions will be requested for trips which take place mainly within school hours.
3. Instrumental music tuition and /or loan of instruments may be compulsorily charged unless it is part of a National Curriculum course.

4. Children will have access to peripatetic music teaching. Notice to discontinue peripatetic music tuition for the next academic year, must be in writing by the end of the spring term. Commitment for tuition is made for a whole academic year and the school is required to employ the peripatetic teacher for the whole year. Should children give up within the year no refund will be given unless the place is filled by another child.  
The scale of charges will be in accordance with HCC guidelines and Appendix A.
5. In practical/craft activities parents may be asked for the full or partial cost of materials or ingredients if they have indicated in advance that they wish to own the finished product.
6. Where an activity cannot be sufficiently funded via parent donations, it may have to be cancelled and this will be made clear from the outset.
7. Parents will be asked to pay for residential costs of off site activities and may be asked for voluntary contributions to cover the cost of travel and organised activities. Parents will be advised of the cost of the residential visit at least six months prior to the visit taking place.
8. Attendance at After School Club will be charged. Charges will be set annually, with the intention to cover the cost of staff, resources, a contribution to utilities and building costs and any other costs that are related to the provision of the club.
9. Parents will be asked to pay for the cost of making good damage to the school's property eg defaced books, broken window, where this is the result of the child's behaviour or negligence.
10. Requests from parents for financial help and assistance will be sympathetically considered in consultation with the Head Teacher and chair of the Finance and Staffing (F&S) Committee, and will be provided within the limits of the school budget. Complete confidence will be observed in such matters.
11. A list of payments will be kept and reconciled with the financial accounts. There will be an escalation process for any debt owed to the School; any account holder with debt which remains unpaid for more than 6 months, or any account holder with a debt totalling £100 or more will receive a letter from the Chair of the Finance and Staffing Committee requesting for the debt to be paid promptly.
12. Parents have the opportunity to pay online, which is recorded in the school accounting system.

Agreed by F&S Governors: October 2018  
Review date: (yearly) October 2019

## **Appendix A**

### **Charging for musical instrument tuition**

- Termly fees of £68 (irrespective of the number of weeks per term) to be paid in advance. Where group numbers are low, the school may withdraw the tuition.
- Fees will be reimbursed (on a pro-rata basis) for unavoidable staff absence.
- Fixed rates until July 31<sup>st</sup> 2019.

### **Charging for After School Club**

- Attendance will be charged at £8.25 per session, paid in advance, starting from start of the summer term 2019.
- This rate is fixed until July 31<sup>st</sup> 2020.

### **Sports & Other Clubs**

- Clubs will incur charges in the case that external costs are incurred in the provision of the club.
- Governors will review the charges on a termly basis.