



Contribution & Charging Policy

Date of this policy:	Review frequency:	Approval level:	Date to review:	Date to be ratified:
29 th Oct	Annual	Resources Committee	Oct 19	30/10/18
How will Governors assure the Weldon Park community this has been implemented?		Updates to Resources Committee		

Signed:		Sash Hamidi (HEAD TEACHER)
Signed:		Marie Louise Nolan (CHAIR OF GOVERNORS)

Safeguarding Statement

At Welldon Park Primary we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Welldon Park Primary. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality Statement

At Welldon Park Primary School, we ensure equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of age, race, gender (re-assignment), disability, religion and belief, sexual orientation, marital/cohabiting status or socio-economic background. We develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

The achievement of pupils is monitored by race, gender and disability and we use this data to support pupils, raise standards and ensure inclusive teaching. We tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. We believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

Contents

1.....	1
. Aims.....	
2.....	2
. Legislation and guidance	
3.....	3
. Definitions	
4.....	4
. Roles and responsibilities.....	
5.....	5
. Where charges can be made	
6.....	6
. Voluntary contributions.....	
7.....	7
. Activities this school charges for	
8.....	8
. Remissions	
9.....	9
. Monitoring arrangements	

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable
- Voluntary contribution: Refers a request for assistance whose non-payment doesn't preclude a child from an activity

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

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The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving and implementing the charging and remissions policy has been delegated to the Resources Committee.

4.2 The role of the Executive and Associate Head Teacher

The Associate and Executive Head teacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

Implementing the charging and remissions policy consistently

Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the head teacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges can be made

Below we set out **what the school can charge for**.

5.1 Education

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

Optional extras (see below)

Music and vocal tuition, in limited circumstances

Certain early years provision

Community facilities

5.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- The national curriculum
- Religious education

Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)

Residential Visits

Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

Any materials, books, instruments or equipment provided in connection with the optional extra

The cost of buildings and accommodation

Non-teaching staff

Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)

The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for. External agencies offer clubs on the school premises for a chargeable cost which is payable by families whose children attend the club directly to the provider e.g. football, tennis, dance and drama, etc.

5.3 Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

If the teaching is an essential part of the national curriculum

If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme

For a pupil who is looked after by a local authority

5.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

6. Voluntary contributions

6.1 As an exception to the requirements set out in section 5 of this policy, the school will request a termly voluntary contribution from parents for educational trips within school hours to cover the cost of admission and transport (excluding residential trips) that would otherwise not be possible. No child will be precluded from the trip if this contribution is not made because the parent / carer is unable to pay. In this instance the school will not 'charge' for any of the above.

6.2 For the academic year 2018/2019, school will offer three trips per year, per year group. This will involve a local visit or workshop, a close to school visit and a further afield visit. The annual contribution requested is to cover the total cost of this series of trips which otherwise would not be possible.

6.3 Parents may be entitled to support in meeting these costs by checking if they are entitled to Free School meal funding via www.fsm.lgfl.net. The school will support any

parent who needs it with applying for the Free School meal grant. Voluntary contribution requests will be adjusted for these parents accordingly.

6.4 If lack of contributions means the school is unable to cover the costs and is not able to make up the shortfall, the school will cancel the trip and provide parents with a notice of cancellation in the form of a letter.

6.5 There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

6.6 Where a trip is postponed or cancelled for Safeguarding reasons, (such as a 'critical level' terror alert), the school will endeavor to reimburse parents voluntary contribution accordingly. This may not always be possible and the school will inform parents accordingly.

7. Remissions

In some circumstances the school may not charge for items or activities set out in sections 5 and 6 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

7.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits.

8. Damaged or lost property

8.1 If a child intentionally damages or defaces school property a meeting will be held with parents. This could result in a charge to replace or restore the damaged property.

9. Monitoring arrangements

The School Business Manager, Clare Scantlebury monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Resources committee annually. At every review, the policy will be approved by the governing body.

