



# CHARGING POLICY

<b>Author/Person Responsible</b>	<i>Kirsty Robson</i>
<b>Date of Ratification</b>	<i>11<sup>th</sup> March 2021</i>
<b>Review Group</b>	<i>Oversight Committee</i>
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<b>Review Frequency</b>	<i>Biannual</i>
<b>Review Date</b>	<i>Spring 2022</i>
<b>Previous Review Amendments/Notes</b>	Updated Mar 2020 to include charges for additional copies of paperwork agreed by OC
<b>Related Policies</b>	Educational Visits; Equality (including anti-bullying);
<b>Chair of Governor's Signature</b>	



## Equality Impact Assessment (EIA) Part 1: EIA Screening

<b>Policies, Procedures or Practices:</b>	Charging Policy	<b>DATE:</b>	06/03/21
<b>EIA CARRIED OUT BY:</b>	Kirsty Robson	<b>EIA APPROVED BY:</b>	Oversight Committee

### Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
<b>Age</b> (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		X
<b>Disability</b> (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		X
<b>Gender reassignment</b>		X
<b>Marriage and civil partnership</b>		X
<b>Pregnancy and maternity</b>		X
<b>Race</b>		X
<b>Religion and belief</b> (practices of worship, religious or cultural observance, including non-belief)		X
<b>Gender identity</b>		X
<b>Sexual orientation</b>		X

Any adverse impacts are explored in a Full Impact Assessment.



# St Michael's Church of England Primary School, Winterbourne

Learn ~ Care ~ Enjoy

This school aims to be a learning community in which all:

- Achieve their full potential
- Are motivated to work independently and collaboratively
- Take initiative and responsibility
- Show respect and consideration for others and their environment

## Rationale

St Michael's Primary School recognises the valuable contribution that the wide range of additional activities including clubs, trips and residential experiences can make towards pupils' personal and social education. The School aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school. However, for many of these activities to continue, parents must be prepared to pay whenever appropriate, or to make voluntary contributions towards the costs. The school also recognises that heavily subsidising such activities can have a detrimental effect on available funds for other activities and resources. Therefore, the school needs to carefully weigh the benefit and cost.

## Aims

To clearly define the payment structure of the following areas:

- Specific and specialised music and sports tuition
- Educational visits
- Residential visits
- In-school enrichment activities
- Activities outside school hours
- Materials, books, instruments or other equipment
- Damage to property

## Broad Guidelines

- 1 Specific and specialised music and sports tuition- Charge will be levied\*  
Music and sports tuition provided by the school using peripatetic staff will incur a charge for the parents of children involved.



\* For children who are entitled to free school meals or identified as pupil premium there will be no charge for some music tuition eg violin tuition. A decision on other types of tuition will be taken as the need arises but will be assessed in the light of improved opportunities for financial disadvantaged children and cost to school.

2 Educational visits- No charge but voluntary contributions may be requested

Specific educational visits are organised to enhance learning in the classroom and are therefore seen as a necessary part of the school curriculum. However, parents will be invited to make voluntary contributions towards the costs of the activity. The visit may be cancelled if there are insufficient contributions and the cost to the school is assessed as poor use of resources.

3 Residential visits- Charge will be levied <sup>+</sup>

Residential trips are not part of the National curriculum and therefore a charge will be made to recover the cost of the trip.

The continuation of such visits relies heavily upon full payment from parents. If insufficient funds are received and the financial burden to the school is too great, the visit will be cancelled.

. For families of Year 6 children who are in financial hardship but not in receipt of free school meals due to benefit entitlement, the Head Teacher will endeavour to obtain financial support and a donation from the school may be available.

<sup>+</sup> For children who are in receipt of free school meals entitlement due to benefit entitlement or identified as pupil premium parents may be entitled to a remission of these charges cost must not exceed the actual cost of the provision.

4 In-school enrichment activities – No charge but voluntary contributions may be requested

Activities (theatre, music, dance groups, etc) will be arranged during school hours and, therefore, no charge may be made. To ensure that such activities continue, the School will try to fund them completely, or heavily subsidise them.

. Parents may be invited to make voluntary contributions.

5 Other non-curricular activities outside school hours - Charge will be levied <sup>\*</sup>

Charges may be made for non-curricular activities that happen outside school hours.

. Parents will be asked to pay the full cost of activities deemed to be optional extras taking place outside school hours.

6 Materials, books, instruments or other equipment\*

The School may set a charge for materials used in school where a parent indicates in advance that they or the pupil wishes to own the finished article, which incorporates the materials. Parents may be invited to make voluntary contributions towards the costs of materials used in craft activities.



\* For children who are in receipt of free school meals entitlement due to benefit entitlement or identified as pupil premium there may not be a charge but will be assessed in the light of inclusion for financial disadvantaged children.

7 Damage to Property

The School reserves the right to ask the parents of pupils whose inappropriate behaviour causes damage to contribute to the cost of repairs or of replacing defaced, damaged or lost property. (see Behaviour and Discipline Policy)

8 Costs

It is accepted that all costs will not be recovered (for example, extra staffing costs) and that the school will need to subsidise these costs. However, charges will be based on costs incurred by attending and delivering the activity. The charge will be calculated on cost of coaches, minimum number of children attending and facilitators etc.

9 Charges for additional copies of paperwork

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ .10.p per sheet (black & white)	Actual cost *6p
	Photocopying/printing @ ..12p per sheet (colour)	Actual cost 8p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

All charges include administration and handling costs.

**Voluntary Contributions**

Although there will be no charges for some activities, the School may ask parents for voluntary contributions. All such requests will make it quite clear to parents that:

- . the contributions are voluntary;
- . the children of parents who do not contribute will not be treated any differently; and
- . where an activity cannot take place without some help from parents, and there are insufficient voluntary contributions, the activity may be cancelled.

**Cancellation**

Where the school proposes an activity for which voluntary contributions are requested, the school reserves the right to cancel that activity if;

- insufficient voluntary contributions have been received and,
- the activity is not integral to delivery of the curriculum and
- the school would incur unreasonable financial burden .



In all instances, where contributions have been received and the activity is cancelled and such funds are refundable, the school will refund the contributions.

### **Conclusion**

The Governing Body (the School):

- . may not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils or pupils in small groups;
- . may invite parents and others to make *voluntary contributions* towards any part of the school's work;
- . may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras; and
- . may charge for board and lodging on residential courses.

### **Review**

The Governors of St Michael's Primary School may amend this Charging Policy in the light of changing circumstances and as part of its ongoing policy review process.