



# CHRISTOPHER PICKERING PRIMARY SCHOOL

## Charging Policy

***Be the Best you can Be!***

Headteacher: Mrs Jane Marson  
TLR Holder: Mrs Julie Benn

Date: Summer 2020  
Review Date: Summer 2021

All decision making at Christopher Pickering Primary School is informed by the desire to raise:

- Standards of achievement
- The quality of teaching and learning
- The continued personal development of pupils and staff

**and**

- To enjoy learning, working and being together
- Safeguarding Children in our care

**Christopher Pickering Primary School recognise that "...through their day to day contact with pupils and direct work with families, our education staff have a crucial role to play in noticing indicators of possible abuse or neglect and in referring concerns to the appropriate agency." (Working Together to Safeguard Children 1999).**

## Charging Policy

### Background

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Education Reform Act 1988
- Education (Prescribed Public Examinations) Regulations 1989
- Education (Pupils' Attendance Records) Regulations 1991
- Education Act 1996
- Education (School Sessions, Charges and Permissions Policies) (Information) (England) Regulations 1999
- Education Act 2002
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003
- Education and Inspections Act 2006
- Charges for Music Tuition (England) Regulations 2007
- School Information (England) Regulations 2008

We are aware that under the Education Reform Act 1988 and the Education Act 2002 that no charge can be made for education in school hours and that every child has the right to receive free school education.

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

Therefore, any activity which takes place mainly during school hours or is an essential part of the curriculum will be provided free of charge.

We are aware that we are able to ask for voluntary contributions from parents when organising educational visits, which will enrich the curriculum and the educational experiences of children. Under no circumstances will we pressurise parents when we make a request for voluntary contributions.

We will refund, in full, all contributions if an activity has had to be cancelled or if a child is absent due to illness.

We will inform parents on low incomes and in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, support under part V1 of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit of the support available to them when we ask for contributions towards the cost of school visits.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **Aim**

- To outline what the school can and cannot charge for
- To outline the school policy for voluntary contributions and remissions
- To ensure compliance with all relevant legislation connected to this policy
- To work with other schools and the local authority to share good practice to improve this policy

### **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of, and comply with this policy
- responsibility for ensuring that the school complies with all equalities legislation
- responsibility for ensuring funding is in place to support this policy
- responsibility for ensuring this policy and all policies are maintained and updated regularly
- responsibility for ensuring all policies are made available to parents

### **Role of the Headteacher**

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy
- provide leadership and vision in respect of equality
- provide guidance, support and training to all staff

- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors
- annually report to the Governing Body on the success and development of this policy

### **Conditions When Charges Cannot Be Made**

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours
- for the National Curriculum programme out-of-school hours
- part of a syllabus for an agreed examination for a pupil
- for statutory religious education
- for musical tuition as part of the National Curriculum
- for education provided on any educational visit during the school day
- for education provided on any educational visit outside school hours
- for the cost of supply teachers substituting for absent teachers on residential visits with pupils
- for the entry to public examination which is on the prescribed list
- examination re-sits

### **Charges for Transport Cannot Be Made When**

- transporting pupils to or from the school premises
- transporting pupils to other premises where arrangements have been made for them to be educated
- a pupil needs to sit an examination
- an educational visit has been planned

### **Conditions When Charges Can and Cannot Be Made**

Parents must be fully aware that the school cannot charge for

- an admission application to any state funded school
- education provided during school hours;
- the supply of materials, books, instruments or other equipment
- education provided outside school hours if it is part of the national curriculum
- instrumental or vocal tuition if it is part of the national curriculum or 'is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme'
- entry for a prescribed public examination
- examination re-sit
- transport in connection with an educational visit
- transporting pupils to and from the school premises when it is the statutory obligation of the local authority
- transporting pupils to other premises to be educated where the governing body or local authority has arranged this
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school

Can charge for:

- any materials, books, instruments, or equipment if a child's parents wish him/her to own them
- vocal or instrumental tuition provided that the tuition is provided at the request of the pupil's parents

optional extras such as education provided outside school hours that is not:

- part of the national curriculum
- part of a syllabus for a prescribed public examination
- part of religious education
- examination fees if the pupil has not been prepared for the examination at the school
- residential board and lodging fees for an educational visit
- breakfast and after-school clubs
- tea and supervised homework sessions

(Charging for School Activities (DfE))

### **Support for Parents/Carers**

The Governing Body will:

- support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties
- inform parents/carers that they will not be charged board and lodging fees for any residential visit if they can prove that they are on state benefits such as:
  - Universal Credit
  - Income Support
  - Income Based Jobseekers Allowance
  - Support under part V1 of the Immigration and Asylum Act 1999
  - Child Tax Credit
  - The guaranteed element of State Pension Credit
- create a school fund with the assistance of the PTA that will support parent/carers who are unable to pay voluntary contributions

### **Voluntary Contributions**

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

We will inform parent/carers:

- if planned activities depend on voluntary contributions for part or all of the cost
- that there is no obligation on them to make voluntary contributions
- that an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions
- that no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay

### Remissions

We will remit any charge wholly or partly if any activity takes place:

- mostly within school hours or
- partly within and partly outside school hours

### Refunds

Refunds will be given if:

- a child is absent due to illness
- an educational visit / school event has been cancelled
- contributions to an activity exceed the total cost, that is if the excess amount is over £1 per child

### Role of Parents/Carers

Parents must be made fully aware what the school or local authority can or cannot charge for.

### Specific Charging Arrangements

#### Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition provided by the LA Music Service. The school buys into a Service Level Agreement which enables us to subsidise the cost of these lessons to the pupils.

The peripatetic music staff teach individual or small group lessons and there is a charge for these additional lessons. The cost of the lessons is calculated using the cost of the SLA paid by the school divided by the number of children taking lessons. The charges will be reviewed early in the Summer Term each year as soon as the new SLA costs are known. The new charges will be effective from the start of the new academic year, in order to give parents fair and adequate notice of price changes. The cost for this year is £36.00 per term.

Parents in receipt of state benefits are exempt from payment.

Any money received for these lessons is paid into the school's general budget and an official receipt is issued to the parent.

### **Swimming**

The school pays for a service which enables children in KS2, usually Year 4, to take part in swimming lessons; these lessons are part of the National Curriculum.

No charges are made for swimming lessons, but parents are informed when the programme is to take place and they give written consent for their child to take part.

### **Cooking**

Ingredients and materials for cooking may be charged if children wish to take their baking home.

### **Breakages**

In cases of wilful damage, breakage or loss of equipment on loan to children, the Headteacher, in consultation with the Chair of the Finance Committee, may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Charging for Staff**

In order to show accountability for how the academy spends public money it is necessary to make charges to individual members of staff who use the school photocopying facilities. The following procedures apply in these areas.

### **Photocopying/Laminating**

Private photocopying should be recorded and paid for at the appropriate rate, which is 3p per copy. Colour photocopies should be paid for at 10p per copy.

Private laminating should also be recorded and is charged at the rate of 10p per A4 sheet and 15p per A3 sheet.

The SBM/Admin Officer must be informed prior to staff using these facilities for their own private use so that the staff member can be charged appropriately.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent/teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with parents such as weekly newsletters and end of half term newsletters



## Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
  - Organising an educational visit / school event
  - Parent Teacher Association
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, ability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the SBM or Headteacher.

## Initial Equality Impact Assessment

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
<b>Charging Policy</b>				✓

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓	✓	✓	✓	

Question	Equality Groups															Conclusion										
<b>Does or could this policy have a negative impact on any of the following?</b>	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
		✓				✓				✓				✓				✓				✓				✓
<b>Does or could this policy help promote equality for any of the following?</b>	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓				✓				✓				✓				✓				✓					✓
<b>Does data collected from the equality groups have a positive impact on this policy?</b>	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓				✓				✓				✓				✓				✓					✓

<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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