

GRIFFITHSTOWN PRIMARY SCHOOL



Title	Charging Policy
Date	November 2016
Author	N Blackburn



INSPIRE CHALLENGE ACHIEVE

GRIFFITHSTOWN PRIMARY SCHOOL **Charging Policy**

This policy relates to charges and remissions made for educational visits, voluntary curriculum support lessons, materials and non-uniform days. It aims to meet the requirements set out in Sections 449-462 of the Education Act 1996.

Educational visits

In line with statutory guidelines, visits relating to the curriculum must not insist on a charge to pupils. Griffithstown Primary School will apply this principle as follows:

- For educational visits that are essential for the delivery of the curriculum (e.g. Wings to Fly Substance misuse production), the full cost of the visits will be met by the school. However, voluntary contributions are requested towards cover for the cost of transport.
- For educational visits that would enrich the curriculum (e.g. visit to a museum, theatre, place of interest), the school may ask for a voluntary contribution from parents/carers on the understanding that failure to receive sufficient contributions would lead to cancellation of the planned visit. Those contributing should not be asked to pay more to make up any shortfall resulting from those that do not contribute. The school may choose to pick up any shortfall. Such trips will include all children, whether they have paid or not.
- For entirely recreational visits, the main school budget will not contribute to any costs, but resources may be put towards costs from either PTA funds or the School Fund. Again, the school may ask for a contribution from parents/carers on the understanding that failure to receive sufficient contributions would lead to cancellation of the planned visit. Such trips may exclude those that have not paid.
- For residential visits, e.g. Hilston Park only pupils that have paid the stated amount (either Free School Meals (FSM) rate or non FSM rate) will attend such visits.

National Curriculum Tuition

All education provided to deliver the National Curriculum during school hours or twilight hours is free of charge. Exercise books, text books and other learning resources are provided free of charge. Pupils are not expected to provide their own pens, pencils and equipment. In case of exercise books, reading books and school resources being lost or damaged, the school retains the right to insist on charging for replacements.

Damaged Items

Where a pupil has wilfully damaged school equipment, the school will ask the parent/carer for a voluntary contribution to meet the costs of its replacement. A request for payment may be made by the school for replacement of broken windows or fittings, defaced or damaged text books or any other damage or loss occurring as a result of pupils' bad behaviour.

Lettings

Areas/Rooms within the school that are 'let' to outside providers (after school, weekends or holidays) are charged at an agreed rate, following appropriate LA guidance and completion of LA documentation.

Non-Uniform Days

Non-uniform days are held to raise money for charity or school funds. Pupils are asked to make a voluntary donation for the right to wear non uniform. Pupils may wear uniform if they prefer.

Dinner Money

TCBC Catering Staff collect dinner money and issues information notes to parents/carers relating to monies owed. In line with LA policy, non-payment on the fifth non-consecutive/consecutive day will result in the parent/carer being informed (by the head teacher) that no food will be provided by the school canteen and a 'neglect' referral will be submitted to social care.

Music Tuition

School has discontinued the Service Level Agreement with Gwent Music Support Service and has no involvement with managing tuition registers or fees. School provides a room free of charge to Gwent Music.

The School Fund

School Fund is used for the clearance and banking of funds from parents in payment for school trips and educational visits. Where the school generates money through winning prizes, commission on uniform/photographs etc. this money will be held in the School Fund. Such money will be used to benefit the whole school community.

Receipts

The school will issue a receipts to parents/carers for income received of £30.00 or greater.

Governor approval date: Summer 2016

Next review date: Summer 2017

Author: N Blackburn