

St. John's Church of England Infant and Nursery School



Charging Policy

Statement of Intent

As a church school everything we do is rooted in our Christian values. At St. John's we teach the children about these core values:

Love, respect, honesty, forgiveness, friendship, courage, cooperation, peace, perseverance, trust, patience and understanding.

This is reflected in all our relationships between staff, children, parents, governors and the local community. It is reflected in how we teach, what and how our pupils learn within and beyond the classroom.

These values are fundamental in the implementation of this policy to ensure that we maintain our distinctive Christian character of which we are proud.

Charging Policy	
Written by:	Alice Aharon
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Approved by:	Resources Committee
Date:	21.12.15
Review frequency:	Annually
Target Audience:	All Stakeholders

The governing body shall conduct the school with a view to promoting high standards of educational achievement. St John's Nursery and Infant CE School is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

1. Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition which parents can opt for their children to participate in.

REFUND POLICY

Occasionally because of a change in costs an activity may be less expensive than expected if the refund due is less than five pounds per child, this money will be put in school funds to support other activities. If the company provide a refund and it is over £5 the parents will be asked if they want the refund or give permission for the money to go to school funds.

If a child has paid the full amount for the residential trip but through ill health is unable to go, then this amount will be refunded less the non-returnable deposit. For school trips only the cost of the entrance fee will be refunded.

REMISSIONS POLICY

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below.

Parents in receipt of:-

- ◆ Income Support
- ◆ Income-based Job Seeker's Allowance
- ◆ Income-related Employment Support Allowance
- ◆ Child Tax Credit, with a taxable income of no more than £16,190 and not in receipt of Working Tax Credit
- ◆ Pension Credit (Guarantee Credit)
- ◆ Support under Part VI of the Immigration and Asylum Act 1999
- ◆ Working Tax Credit during the four-week period immediately after employment finishes or after you start to work less than 16 hours per week

2. Voluntary contributions

2.1. Voluntary contributions will be sought for activities such as day trips. Contributions will be genuinely voluntary and children will not be excluded because their parents do not pay.

2.2. The purpose of school trips or visits is to enrich the curriculum and the educational experience of the children. The school invites parents to contribute towards the cost of the trip. Charges will not exceed the actual cost (per pupil) of the provision. **If we do not receive sufficient voluntary contributions, the trip may be cancelled.**

2.3. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. More often than not, the school pays additional costs in order to support the visit.

3. Permitted Charges:

3.1. Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the National Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit.

4. Materials & Textbooks

4.1. Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a small charge may be levied for the cost of the materials used.

5. Residential visits/ Year 2 school journey

5.1. If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging, professional coaching transportation, entrance fees, insurance, materials and equipment. However, the charge made to parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge. Trips may be cancelled if insufficient voluntary contributions are received.

6. Music tuition

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

6.2. There is a charge for individual or small-group music tuition which parents can opt for their children to partake in, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents in receipt of state benefits may be exempt from payment where the school can use the 'pupil premium funding' to cover these costs. We give parents information about additional music tuition at the start of each academic year.

7. Clubs

7.1. The school offers additional clubs after school which are all run by external agencies. These services are all payable directly to the companies leading the activities.

7.2 Breakfast Club is run by the school and there is a daily cost to cover the staffing and breakfast for the children. Parents in receipt of state benefits may be exempt from these costs.

8. PFA Activities

8.1 Activities organised by the PFA (Parents and Friends of St John's) are all chargeable as they are not part of the curriculum.

9. Damage / Lost Property

9.1. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

10. Lettings

10.1 The school can make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Governing Body.

11. Other Charges

11.1 The Head Teacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

12. Monitoring and review

12.1 This policy is monitored by the governing body, and will be reviewed on an annual basis.

12.2 The Resources Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support

Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we avoid that method of selection.