



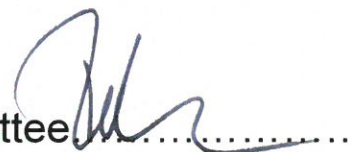
**KERR MACKIE PRIMARY SCHOOL**

**CHARGING POLICY**

Adopted by Kerr Mackie Primary School Resources Committee on

Date .....16.01.17.....

Signed by Chair of Resources Committee .....

  
RICHARD MCGINNIS

To be reviewed by Governors on.....16.01.2020.....

## **Aim**

The aim of this policy is to set out what charges will be levied for activities, when these may be waived and the circumstances under which voluntary contributions will be requested from parents.

## **Voluntary Contributions**

Parents and carers will be invited to make a voluntary contribution for the following:

- a) the majority of visits and excursions;
- b) most visitors to school who charge a fee;
- c) materials for certain expensive activities where the product is to be taken home and where the parents/carers have agreed in advance that they wish to own the product; and
- d) all residential visits.

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. The voluntary contribution is requested via letters to parents inviting them to make a contribution.

Voluntary contributions will be used to meet the additional costs for activities during school hours e.g. transport, admission costs.

## **Information used to invite contribution of payment, paragraph's A or B are used:**

- A) In order to maximise participation for the Venue, we are asking each child to contribute ..... This is a voluntary contribution, however we need to make you aware that if we are unable to raise sufficient amount through voluntary contributions, then we may not be able to go ahead with this amazing experience.
- B) In order to maximise participation for the Venue, we are asking each child to contribute ..... The contribution is voluntary and parents can make this contribution in instalments if needed. This is a voluntary contribution, however we need to make you aware that if we are unable to raise sufficient amount through voluntary contributions, then we may not be able to go ahead with this amazing experience.

## **Responsibilities**

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher is responsible for its implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

The Governing Body of the School recognise that legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for:

- Board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours.
- 'Optional extras' to meet the costs for:
  - a) Travel
  - b) Materials and equipment
  - c) Non-teaching staff costs
  - d) Entrance fees
  - e) Insurance costs
- Vocal and musical instrument tuition.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam.
- Any other education, transport or examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.

- Extra-curricular activities and school clubs.
- Any extended school activity.
- Damage/vandalism/loss to and of school property e.g. the charge of £1 to replace a school book due to graffiti.

**When charges may be waived**

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, not be required to pay charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support.
- Income Based Jobseeker's Allowance.
- Support under Part VI of the Immigration and Asylum Act 1998.
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190 for 2010-2011 (in respect of this item account will need to be taken of any revision to the amount).
- Guarantee element of the State Pension Credit.