

## Maidensbridge Primary School - Charging Policy

### Introduction

1. This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

### School Trips

**Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum but a voluntary contribution may be requested. The school will make a judgement on the level of contributions of whether the trip is then viable.

**Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging and activities outside of normal school hours.

**Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

### Materials & Textbooks

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

A charge can be made for any willing and / or unlawful damage to school property, equipment and resources **which may be any amount up to the full replacement cost of the items at the Headteacher's discretion.**

## **Music Tuition**

The school provides a room for all instrumental lessons to take place. The school commissions lessons from outsider providers, normally Dudley Performing Arts. The school does not directly provide or fund music tuition. The contract for music lessons is between the parents and school. Any contract between the school and home regarding music lessons will be for the whole of an academic year, as the school has to commission the tutors for a full academic year. If children find that a specific instrument is not suitable for them, then the school will offer alternative lessons. The parents will be responsible for the full annual payment at the current rate. Parents will be asked to sign a contract for music lessons for the forthcoming academic year in June of the previous academic year.

## **Activities Inside & Outside School Hours**

A charge will not be made for activities inside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus, however there may be times when a Voluntary Contribution is requested similar to that of an educational visit.

For SOME other activities outside school hours where there is a cost implication to the school, or is provided by an external agent, a charge up to the full cost of the activity will be levied.

For extra-curricular clubs, from 1<sup>st</sup> January 2017 there will be a set fee of £3.50 per hour per activity club where a staffing or provider cost is involved. This will not apply for clubs being run by staff for the benefit of competitive team selection e.g. Football Club, Tag Rugby Club, etc.

## **Damage/Loss to Property**

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.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

## **Voluntary Contributions**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

## **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities, **(which includes the costs of heating, lighting, other services, caretaking and cleaning fees)**. The scale of charges will be determined annually by the Resource Committee. For users connected to the school, e.g. HSA, the charge will be based on the site staff overtime costs and a nominal hiring fee may apply.

**From 1<sup>st</sup> January 2017 the Room Rate for the hall or a classroom or the school field will be £15 per hour.**

## **Other charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report or other documentation requested in line with the Freedom of Information Act.

## **Remissions Policy.**

If the parent/guardian of a pupil is in receipt of income support there may be a possible reduction in charges. These should be requested in writing by the parents concerned and the school will make the appropriate decision based on the legislation and advice at the time. Remissions may be made using alternative funding dependent on what is available at the time e.g. Disadvantage Subsidy.

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Reviewed and re-adopted: **November 2017**  
**Next Review: March 2017**