

# Dawley C of E Primary Academy



*Enriching Learning, Enriching Life'*

John 10:10 '...I have come that they may have life, and have it to the full.'

## **Charging Policy 2017**

**Date: June 2017**

**Review Date: June 2019**

### **Rationale**

Dawley C of E Primary Academy aims to deliver a broad and balanced curriculum that is enriched through a wide variety of additional experiences. These take place both on and off the school site and all activities are chosen to support the children's learning and the Academy ethos.

The Education Act 1996 clarifies the activities for which charges can be made or voluntary contributions sought and gives schools the discretion to charge for optional activities, provided wholly or mainly out of Academy hours and the right to invite voluntary contributions for the benefit of the Academy or in support of any activity organised by the Academy whether during or after Academy hours.

### **Objectives**

The objectives of the Charging Policy are:

- To ensure activities offered in the Academy time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost
- To identify those activities for which charges may be levied
- To invite voluntary contributions for the benefit of the Academy in support of any activities organised by the Academy either during or outside Academy hours

### **Charges**

The Local Governing Body reserves the right to make charges in the following circumstances allowed by the Act:

- The provision of music tuition given to children as individuals or in groups, except where it is to fulfil statutory duties relating to the National Curriculum or requirements specified in the syllabus for a public exam
- Ingredients and materials for cooking, Art, Craft, Design & Technology activities. Materials will be charged for (or parents will be required to supply these) if they have indicated in advance a wish to own the finished product.

- Activities which take place outside Academy hours and which are not a statutory part of the National Curriculum e.g. outings, visits, sports coaching, cycling courses
- Trips and activities during the Academy day (through a voluntary contribution)
- Activities which involve children in nights away from home will include charges for board, lodging and travel costs. Families in receipt of the benefits listed below will be exempt from these charges. The costs will not exceed the actual cost of provision.

### **Voluntary contributions**

When organising Academy trips or visits which enrich the curriculum and educational experience of the children, the Academy invites parents to contribute to the cost of the trip.

All contributions are voluntary; however should we not receive sufficient contributions to make the trip viable, it might be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution. If a parent wishes their child to take part in an Academy 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. The Academy will provide a breakdown of how trips and activities are funded should this be required.

### **Breakages**

In cases of wilful damage, breakage or loss of equipment on loan to children, the Principal, 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.

### **Financial Support**

In order to minimise costs to parents, wherever possible the Academy contributes a subsidy from the Academy budget and this is used specifically to support overall costs for the trip.

### **Residential Visits**

Our residential activities take place largely during Academy time and as such no charge will be made for the education element of the trip. Expressions of interest are sought prior to the visit in order to determine whether or not it will go ahead.

This includes a breakdown of the costs involved. Parents of children involved in residential visits will be charged for board and lodging and will be asked for a voluntary contribution towards any other costs involved. Parents in receipt of the following benefits are exempt from paying the cost of board and lodging, however some of our parents make an individual decision to contribute:

- Income Support (IS)
- Income-based Job Seekers Allowance (IBJSA)
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit (CTC -providing that they do not also receive Working Tax Credit (WTC) and have an annual income assessed by Her Majesty's Revenue and Customs, that does not exceed the statutory amount pertaining at the time)
- Not anyone receiving Working Tax Credit, regardless of income will not qualify.

### **Music Tuition**

All children study music as part of the school curriculum for which there is no charge.

A charge is made for individual or group music tuition if this is not part of the National curriculum. Peripatetic music teachers teach individual or small group lessons and sometimes we make a charge for these lessons. Contributions towards these lessons for those parents in receipt of state benefits are given at the discretion of the Principal and Governing Body and within the limitations of the Academy budget. We give parents information about additional music tuition prior to the start of each academic year.

### **Swimming**

The Academy organises swimming lessons for all children in Years 3 – 6. These take place in Academy time and are part of the National Curriculum. The Academy undertakes to cover the cost of the pool hire and coaching costs however we invite parents to make a voluntary contribution towards the cost of transport to and from the pool. We inform parents when these lessons are to take place.

### **Additional In-School Charges**

Private Photocopying/Telephone Calls for staff. The Governors have agreed that, under normal circumstances, no charge will be made for these services. Should a large number of copies or calls be required for personal use, permission will be sought from the Principal and a donation will be charged to cover costs.

**Income from Sales**

Some goods are purchased through the Academy for the convenience of parents, children or. No charge will be made for these items.

Some goods will be sold through the Academy with the intention of making a small profit and this often takes the form of commission. Goods include; Book Fair sales and Academy photographs.

**Income from Donations**

Occasionally, the Academy will seek voluntary donations from events such as non-uniform days, sponsorship etc. The purpose for which the donation will be used is explained clearly to parents and visitors.

The Principal and Governing Body will ensure that:

- Careful consideration is given to making up any shortfall in voluntary contributions from parents from the Academy's delegated budget
- If a charge is made for each child it will not exceed the actual cost
- In the case of day visits and activities, no child will be excluded because the Academy has not received a voluntary contribution towards the cost involved.
- Whenever possible, parents are given sufficient notice of forthcoming trips and activities