



All Saints Benhilton C.of E. Primary School Charging and Debt Policy

Mission Statement

Together, within God's love, we nurture and inspire today's minds for tomorrow's challenges.

This policy has been drawn up to conform with the charging arrangements for Maintained Schools as set out in the Education Act 1996.

The Governing Body recognises that the Act prohibits charges for school activities that take place within school hours and/or are part of the school curriculum. This Policy reinforces that principle, whilst setting out those school activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

Educational Activities taking place during School Hours

'School Hours' are defined as those during which the school is in session, but excluding the midday break.

Education provided during school hours will be free of charge, except for peripatetic teachers, who will charge for music lessons.

No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the national curriculum.

Contributions may be requested, from parents/carers to enable pupils to participate in extra activities (including educational visits, visiting musicians, theatre groups) which are deemed educationally desirable. The school will make it clear in its communications to parents that no pupil will be treated differently according to whether or not his or her parent/carer has contributed, but that insufficient contributions could result in the activity being cancelled. The communication will also ask for the parent to communicate with the Head (confidentially) should their circumstances not allow them to fully contribute.

Where a non-school or LEA organisation arranges an activity to take place during school hours and parents/carers give their consent to their son or daughter taking part in the activity, such an organisation may make a charge.

Educational Activities taking place outside School Hours

For all activities outside school hours the charge will be set to cover the cost of such items as:

- Transport/travel costs
- Board and Lodging

- Entrance fees
- Insurance Costs
- Any materials required for the activity
- Incidental expenses
- Costs incurred as a result of teaching and non-teaching staff supervising the activity

The charge should not subsidise any other pupil participating. Any remission of charges for individual students should be met from the School Fund. If insufficient funds are received to cover the cost of the activity, it may be cancelled.

School Meals and Milk

Charges are made for school meals and milk (unless a pupil is entitled to free school meals in which case it is the policy of the school to ensure that parents and carers are given advice on how to apply for free meals). The school would ordinarily expect school meals to be paid for in advance. Should arrears ensue, the chasing of payment and/or cessation of meals or milk will be at the discretion of the Head teacher.

Visitors to the school may take a school meal at a cost to them – this will be at the discretion of the Head teacher.

Uniform

A small number of items (ties, plus other items depending on remaining stock), are available for sale from the school office. (See Uniform Policy). The school will endeavour to provide a supplier of school logoed uniform that gives the best value for money for parents.

Photographs

Individual and class photographs taken by the school's appointed photographer or by the school are offered for sale from time to time.

Loss of or Damage to School Property

Loss of, damage to or breakage of school property e.g. books, windows, furniture, scientific equipment etc. will be charged for if caused by carelessness, negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Similarly a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the school.

Other Charges

The School may levy a charge for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted Report.

Voluntary Contributions to Maintenance Fund

The Governors are responsible for paying a levy on each child to the Diocesan Board for the external maintenance of the buildings. Governors are also liable for 10% of any new works undertaken.

Parents/carers are *expected* to contribute to this fund

Voluntary Contributions to the School Fund

Parents/carers are *expected* to make a financial contribution to the School Fund.

The School Fund

1. will be used to acquire educational resources and fixed assets or provide services which would otherwise be unaffordable from the School's mainstream budget, and
2. may be used to support a pupil participating in an activity *outside school hours (deleted)* where that student's parent/carer is not in a position to make the requested contribution.

Remission of Charges

Any charge may be remitted in whole or in part in response to a request by the parent/carer in writing to the Headteacher.

January 2018

Review January 2019