



## CHARGING POLICY CORSHAM REGIS PRIMARY ACADEMY

**Date: January 2018**

**Next Review Date: January 2019**

### **Rationale:**

Procedures must fulfill the legal requirements as laid down in the Education Act 1996: sections 402, 450-458, 460 and the Education Regulations 1999 (School Sessions and Charges and Remissions Policies) and must safeguard the interests of colleagues who organise and manage trips, visits and events.

### **Principles:**

- Subject to the seventh bullet point below, education provided during school hours must be free. This includes materials, equipment and transport provided by the academy to carry students between the academy and an activity. 'School hours' are those when the academy is actually in session and strictly do not include breaks and lunchtimes.
- Parents/carers can only be charged for out of hours activities if they are not a necessary part of the National Curriculum or religious education. No charge can be made for activities that are an **essential** part of a syllabus for an approved examination.
- An activity that occurs 'mostly' during normal school hours will be classed as occurring during the school day and only voluntary contributions may be invited.
- An activity that occurs 'mostly' outside of normal school hours will be classed as an activity outside of school hours and payment may be sought to cover costs including travel.
- Where a charge is made this must not exceed the actual cost. The academy must not use educational activities as a means of raising funds.
- Travel and tuition on residential visits that are an essential part of an examination syllabus must not be charged for. Charges can be made for board and lodging except where parents are receiving Income Support, Family Credit, Disability Working Allowance or an income based Job-Seekers allowance or equivalents.

- Materials and ingredients for practical subjects cannot be charged for unless it is clear that the finished product will be the property of the student/parents.
- Instrumental music lessons are an exception and can be charged for providing the teaching is not an essential part of the National Curriculum or a public examination syllabus. These charges are detailed separately and are available upon request at the school office.

## **Responsibilities**

The following responsibilities will be reflected in the appropriate job descriptions:

### **Admin & Finance Manager**

- Maintain an overview of accounts where contributions from parents, voluntary or otherwise, are deposited.
- Will refer any anomalies/concerns to the Deputy Head.

### **Deputy Head**

- Will advise on charging and remission issues.
- Will monitor the application of the policy through the school's MER practices.
- Will action any referrals from Admin & Finance Manager in respect of relevant accounts.

### **Subject Leaders**

- Where an activity, visit, event or curriculum provision is organised within a particular curriculum area the overall responsibility for that provision lies with the Subject Leader.
- Although the organisation, management and supervision of the event/provision may be delegated, the Subject Leader must make sufficient checks to satisfy him/herself that the event has been properly and safely organised and that related policies (including this one) have been followed.
- Subject Leaders of practical subjects should have clearly stated policies for requiring parents to supply materials or ingredients, or for the charging of finished products that go home.

### **Key Stage Leads**

- Where an activity, visit, event or pastoral provision is organised for a particular year group the overall responsibility for that provision lies with the relevant Key Stage Lead.

- Although the organisation, management and supervision of the event/provision may be delegated, the Key Stage Lead must make sufficient checks to satisfy him/herself that the event has been properly and safely organised and that related policies (including this one) have been followed.

### **Activity Leader**

- The activity leader must establish at an early stage whether it is appropriate to invite financial contributions from parents/carers for an activity or visit. If at all unsure activity leaders should consult, well in advance of the activity, with the Deputy Head or Headteacher and certainly before any communication is made with students or parents. Students who are in receipt of the Pupil Premium may have the cost of residential trips covered or subsidised and this money may also be used to supplement voluntary contributions towards day visits.

-Where a financial contribution is to be invited parents/carers must be informed in writing

- Written communications between school and parents/carers should be seen and approved by a member of the Senior Leadership Team before being issued. Where a trip/visit is planned outside of school premises a permission slip must be included.

- Parents/carers should be informed as to the educational purpose of the activity and whether or not participation is voluntary.

- Where activities/visits are planned to take place during the school day, financial contributions can only be invited on a voluntary basis.

- Communications to parents/carers must clearly state this and that should insufficient contributions be made then the activity may not go ahead.

- Children of parents/carers who choose not to contribute must not be treated any differently from those who do.

- Where an activity is in support of the National Curriculum, or an examination course, but only a group of students will participate, activity leaders should have a clear rationale as to why all students who would benefit are not going to take part.

- Payment for activities/visits is to be made using cash or cheques only.

- Under no circumstances should cash/cheques be paid into personal bank accounts.

- Parental cheques should be made payable to Corsham Regis Primary Academy and never to individual colleagues.

- Upon completion of the activity a final account should be given to the Admin & Finance Manager detailing all contributions, costs and any remaining balance.

