

HEMINGTON PRIMARY SCHOOL CHARGING POLICY

Charges for School Activities

The Education Reform Act 1988 clarifies the activities for which charges can be made or voluntary contributions sought.

The Act gives LAs and schools the discretion to charge for optional activities provided wholly or mainly out of school hours, and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

Charges

The school will charge in the following circumstances allowed by the Act:

- (a) The provision of music tuition given to pupils as individuals or in groups of up to four.
- (b) Activities which take place wholly or mainly outside school hours and which are not a statutory part of the National Curriculum: eg outings, visits, sports coaching, cycling courses, cookery and CDT activities.

Charges will be made for all or part of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, any insurance and costs of engaging professional services specifically for the activity.

- (c) Activities which involve pupils in nights away from home:

Charges will be made for board and lodging. Families receiving Income Support or Working Family Tax Credit will be exempt from board and lodging charges.

Charges must **not exceed actual cost** otherwise there may be VAT implications.

Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, eg outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will clearly state:

- (i) there is no obligation to contribute

- (ii) pupils will not be treated differently according to whether or not their parents have made a contribution
- (iii) the proposed activity may not take place unless a substantial majority of parents contribute
- (iv) a suggested amount for a contribution to cover costs.

Other Charges

Private Photocopying/Telephone Calls

The Governors have decided not to charge for occasional private photo-copying and telephone calls. Requests for large quantity photo-copying will be dealt with on a case by case basis by the Headteacher.

Income from Sales - Non-profit Making

Some goods may be purchased through the school for the convenience of parents, pupils or teachers. The school will not seek to make a significant profit from these sales. Goods in this category include school clothing, books, book bags, recorders, etc.

Income from Sales - Profit Making

Some goods will be sold through the school with the intention of making a profit and thus raising money for the school or other charity. Goods in this category include school photographs, bring and buy items, etc which may be subject to VAT.

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

Responsibilities

Authority for day-to-day management of the policy is delegated to the Headteacher who will determine the costs of activities.

All staff responsible for collecting income are made aware of the current charge rates and are aware of VAT implications.

The charging policy is reviewed annually by the Governing Body and should include updates for any **Extended Schools Services**.

Reviewed: September 2015

Next Review: September 2017