



Long Lane Primary School Policy for Charging

Date	Description
13 th January 2016	Agreed by Pay, Personnel & Finance Committee

Review Schedule	Two years
Next Review	January 2018

Introduction

All education during school hours is funded by the Local Authority. We do not charge for any activity undertaken as part of the National Curriculum with the exception of swimming, where a voluntary contribution is requested. This policy outlines what the school makes charges for.

Responsibility

This policy is the responsibility of the Head Teacher, Staff and Governors.

Policy Statement

- a) We run many valuable trips and off-site activities for the benefit of large numbers of children. The Governors believe that parents would want such opportunities to continue in the future. However the school must conform to the requirements of the Education Act 1996 with respect to the funding of these trips.

If an activity is to be organised, to be fair to all, the governors require that the costs of mounting each off site activity should be calculated in total and evenly divided. This amount would be requested as an individual voluntary contribution. No child will be excluded for lack of a contribution towards the cost but should the total of voluntary contributions not reach a required minimum figure the trip might not go ahead. This figure will be formulated per event and based on what the school can contribute. The school will ask parents of pupils entitled to Free School Meals to make a voluntary contribution. This will not prevent them from attending any activity.

- b) Voluntary contributions will be requested for materials used in objects retained by children in such activities as art/crafts, cookery and design technology. The school will also provide an opportunity for voluntary contributions towards the costs of plays to parents.
- c) Outside Agencies, such as Berkshire Maestros, Tennis Lessons etc. are classed as private tuition and the charge rate is set by the Outside Agency arranging the activity. The school has no say in the charging of these activities. The school will not charge for the use of the school facilities for these events but will make a charge for use of the site during the school holidays, in accordance with our Lettings Policy.
- d) All after school clubs run by the teaching staff are non-chargeable, apart from items covered by (b) above.
- e) Charging for Lettings of school premises has been calculated by the Finance Committee and is to be reviewed annually. Details of the charges can be obtained from the School Bursar.

£13.50/hour for community groups, £25.00/hour for commercial organisations. £10/hour for using outdoor space with no use of facilities.

- f) All PTA functions are non chargeable for the use of the school premises, however costs relating to Caretaker's overtime might have to be funded by the PTA.
- g) The Headteacher, Finance committee or Governing Body may levy charges for miscellaneous services at cost of providing such services, e.g. Photocopying.
- h) In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Guidance and Procedures

See also - A Guide to the Law for School Governors; Lettings Policy and/or refer to the Pay, Personnel & Finance Committee.