

# SANDBROOK PRIMARY SCHOOL

## CHARGING POLICY

### POLICY ON CHARGING FOR SCHOOL ACTIVITIES

The governing body of Sandbrook Primary School has adopted the following policy in connection with the matter of charging for school activities.

1. The governing body endorses the policy of the Wirral Local Education Authority with respect to charging for school activities. This policy is contained in the Authority's General Schools Information booklets, available from the school.
2. Parents will be asked to pay in cash or kind for materials which are being used in practical activities if they indicate a wish to own the finished product. Parents will be asked before the activity is undertaken whether they so wish.
3. Parents may be asked for payment towards the cost of repairing or replacing any part of the fabric of the school or any item of school property which has been damaged or lost as a result of their child's behaviour.
4. Parents will be asked to pay for examination fees in the circumstances outlined in the Authority's policy statement.
5. School trips and visits form an important part of the curriculum offered by our school. Parents are not required to pay for such visits, but may be asked to make voluntary contributions towards their cost. No pupil will be excluded from a school trip because of his or her parents' unwillingness or inability to contribute, but it is hoped that parents will feel able to support the school in its efforts to provide a full and interesting curriculum for all its pupils. If the contributions made are not sufficient to enable a planned trip to take place, the Headteacher may cancel the trip or make such changes to the organization of the trip as he/she thinks necessary.
6. All trips and visits will be organized under the direction of the Headteacher and in accordance with the guidelines issued by Wirral Education Authority (Circular 1/86). No residential visit will take place without the approval of the governing body and the Wirral Education Authority. Teachers organising such trips will be responsible to the Headteacher at all times.
7. Parents are asked to meet the transport, board and lodging costs of residential visits.
8. Parents may be charged for activities defined as "optional extras", that is,

activities which are provided mainly out of school hours and which are not part of the school curriculum. If parents would like their children to take part in such activities but are unable to meet the full cost, financial assistance may be available; the Headteacher is happy to talk to parents in confidence about that possibility.

Updated September 2017

## **WIRRAL BOROUGH COUNCIL**

### **EDUCATION COMMITTEE**

#### **STATEMENT OF POLICY ON CHARGES FOR SCHOOL ACTIVITIES**

The Wirral Education Authority endorses the principles that education provided in maintained schools should be free and that no pupil's education should be affected by his or her parent's unwillingness or inability to pay or to contribute towards the cost of pupil's education.

Pupils should not be required to pay any materials, books, instruments or other equipment for use in connection with education provided during school hours; but schools may charge for or require the supply of ingredients or materials for practical subjects where parents have indicated in advance a wish to own the finished product.

Instrumental music tuition provided by the Authority's peripatetic music service shall be provided at the appropriate charge. The LEA has an appeals system where parents can ask for support in meeting the financial cost of musical tuition. No charge shall be made by the LEA or by any governing body for any activity taking place in school time, but charges may be made to cover the costs of board and lodging on residential trips. No charge shall be made for board and lodging if the pupil's parents are in receipt of Income Support or Family Credit for any part of the period when the activity takes place.

- (i) No charge shall be made for entry fees for prescribed public examinations for which registered pupils have been prepared at school. However, charges will be made in the following circumstances:
  - (a) for examinations for which the pupil has not been prepared at school;
  - (b) for examinations which are not prescribed;
  - (c) where the preparation provided by the school enables a pupil to enter for two or more examinations, the parents shall be charged for the cost of sitting the second and subsequent examinations; where fees vary, the parent shall be charged for the higher fees;
  - (d) if a pupil fails without good reason to complete all the examination requirements and is consequently ungraded in the examination.

(ii) There shall be no remission of any charges levied in accordance with clauses

(a) to (d) of paragraph 6(i).

In respect of activities defined as "optional extras" under the terms of the Education Reform Act 1988, charges may be made by the governors to cover the costs of board and lodging, travel, materials, books or other equipment, entrance fees, teaching and non-teaching staff and any other costs attributable to the provision of activities.

## **ADDENDUM TO CHARGING POLICY**

### **Hall or Room rental**

Room rental is charged at £15 per hour to cover caretaker and heating costs. Charges are levied as a one off or half-termly.

### **Phone calls**

Phone calls are charged at the appropriate British Telecom rate. Staff record their call in a phone book and a collection is made termly. The collection is then banked into the school account.

### **Photocopying**

Photocopies for private use are charged at 10p - A4 copy and 20p - A3 copy (mono only) and 35p – A4 and 70p – A3 (colour).

### **School Meals**

Children : £2.25

Adults : £2.70

### **Milk**

The rate for milk is set by our supplier School Milk UK Ltd. This is currently 21p per 1/3<sup>rd</sup> pint. Purchase of milk is not compulsory, however if your child would like milk, please place an order direct with our supplier. Milk is free to children until the term of their 5<sup>th</sup> birthday or if eligible for Pupil Premium Free School Meals.

Reviewed September 2017