

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 the 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. 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.

9. Additional 'paid' nursery sessions for three year olds may be offered in addition to centrally funded places where available. These places are offered at the discretion of the Headteacher who will make a decision with reference to budgeting and staffing requirements. The cost for additional sessions is £10 per session (1pm – 3.15pm). If the child attends morning nursery and stays over the lunchtime period, an additional payment of £5 is charged to cover the extra supervision needed and a packed lunch should be provided or a school meal paid for. All additional sessions and meals must be booked and paid for a minimum of 1 week in advance.

Cancellations of pre-booked sessions must be made by the Friday before the attendance of sessions for the following week. Fees may still be charged if a child misses a pre-booked session.

10. Before / After School Clubs : FS2 – Year 6

Toast Club - £1 per child per day : No notice currently needed to attend

After School Stay & Play Clubs (Internally run) : £2.50 per day (1st child), £1 (1st sibling), 50p (additional siblings). After school stay & play clubs should be booked and paid for on a Monday weekly (or further in advance).

After School Clubs (Externally & Internally run) : Pre-booking required when club is advertised due to limits on the number of pupils being able to attend. Cost is dependent on the price of running the club. Payment to be made before the club starts to secure a place. No refund will be given if your child decides not to attend once the club has started.

Late Pick Up: in the case of a late pick up from any After School clubs, school reserves the right to charge an extra fee of £5.00 for every half hour or part thereof after the end of the club. This is to cover staff overtime costs. Late collection charges will need to be paid prior to the next day of attendance at a club.

Late or non-payment of fees for any of the school's early years or extended care provisions will jeopardise a child's continued attendance. The school holds the right to refuse these services if payment is not received in advance. One week's notice will be given to make payment and if no payment is forthcoming, the allocated place may be suspended.

11. Loaning of School Equipment: A charge of £10.00 per day will be made should an item of equipment not be returned at the end of the loan term, or when requested. Charges for broken equipment is at the discretion of the headteacher.

**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. Where possible, 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 a minimum of £15 per hour to cover caretaker and heating costs. Charges are levied as a one off, half-termly or as agreed in writing prior to the booking commencing. Request for payment is invoiced and paid via Sundry Debtor Invoice by Wirral Borough Council.

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 : £2.30

Adults : normally £2.76 (£2.42 with 5% VAT until 31.3.2021)

ParentPay Funds

When a child leaves the school (either in-year or end of phase), if their ParentPay school meal account, breakfast club account etc. is in credit, any amount over £2.50 will be refunded within 3 months. Lesser amounts will be refunded at the parent's request, otherwise will be absorbed into the school budget (to offset payment fees etc.).

When a child leaves the school (either in-year or end of phase), if their ParentPay school meal account, breakfast club account etc. is in debit, the amount owing will be requested and, if not paid, the balance will be transferred to a sibling. If there is no sibling, school will apply for a debt invoice to be created via Wirral Council.

Milk

The rate for milk is set by our supplier Fresh Pastures School Milk UK Ltd. This is currently 22p per 1/3rd 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 5th birthday or if eligible for Pupil Premium Free School Meals.

Reviewed January 2021