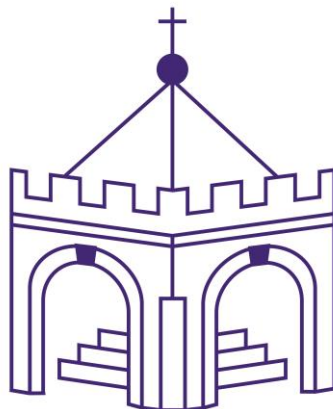


# KING INA



CHURCH OF ENGLAND ACADEMY

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## CHARGING POLICY 2015/16

Headteacher: Mr. David Norton

Chair of Governors: Mr. David Speed

This policy has been approved by our Governing Body.

Signed: ..... Chair of Governors

22<sup>nd</sup> February, 2016

Date: .....



This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

### **Basic Principles:**

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

### **Voluntary Contributions**

There is an exception to the rule about not charging for activities in school hours. Parents may be invited to make voluntary contributions to extend the value of school funds.

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost.

Examples where parents may be asked for a voluntary contribution include: Swimming and other sporting events, school trips, enrichment activities e.g. external drama group, musical events

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary, if we do not receive sufficient voluntary contributions we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution, we do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded and the school provides this information on request.

### **Residential visits**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do suggest a charge to cover the costs of board and lodging, although parents and carers who receive state benefits are exempt from this charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

### **Music Tuition**

All children study music as part of the normal school curriculum, we do not charge for this.

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers who make a charge for these lessons. Parents and carers in receipt of state benefits may be exempt from payment for these lessons at the discretion of the Headteacher, Business Manager or Governing Body. We give parents and carers information about additional music tuition at the start of each academic year.

### **Swimming**

The school organises swimming lessons for specific classes which take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents/carers to cover the cost of transport.

### **Breakfast and After School Clubs**

The school will charge parents for these out of school hours activities unless there is specific funding available. External providers will set their own charges.

### **Remissions Policy**

If the parent/carer of a pupil is in receipt of Free School Meals/Pupil Premium, the Head Teacher, School Business Manager or Governing Body may choose to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances i.e. included in one of the above categories. This does not apply in the case of pupils in receipt of the Government's Universal Free School Meals not in receipt of Pupil Premium.

### **Other Charges**

The Head Teacher, School Business Manager, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying.

### **Breakages and Damages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher or School Business Manager in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Exceptions**

The Head Teacher, School Business Manager, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The above may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

### **Monitoring and Review**

This policy is monitored by the governing body and will be reviewed every two years or earlier if necessary.