



Husborne Crawley Lower School Charging Policy

Purpose

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the Local Authority policy and the DfE (Department for Education) guidance

Definition

The school day is defined as: 8:55 – 12.00 and 13:00 - 15:20

Responsibilities

The Head teacher will ensure that staff are familiar with and correctly apply the policy.

The Finance Committee will review the policy annually during the Autumn term

Policy statement

During the school day all activities that are a necessary part of the new National Curriculum 2014 plus religious education will be provided free of charge. This includes the necessary materials, and equipment as well as transportation costs. A voluntary contribution will be sought to cover transport costs unless another external fund can be used, (for example some organisations lay on transport) however, no pupil will be prevented from participating because his/her parents/carer cannot or will not make a contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities)

From time to time we may invite a non-school based organisation (such as a storyteller) to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Head teacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, (for example *Early birds club, other school clubs eg Dance club, French club TFG after school club*). Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges may be made. When such activities are arranged parents will be told how the charges were calculated.

Residential

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.



Husborne Crawley Lower School Charging Policy

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fund-raising, and the school Opportunities Fund.

Parents who would qualify for support are those who are in receipt of eligible benefits. The Head teacher may also consider in absolute discretion using the 'Opportunities Fund' without the need of proof of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge for music tuition or other musical activities.

In cases of hardship the Head teacher will consider in absolute discretion using the 'Opportunities Fund' or the Pupil Premium for the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Eligible benefits

Income Support;

Income-based Job seeker's Allowance;

Support under part VI of the Immigration and Asylum Act 1999; or

Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue, that does not exceed the current specified amount).

Agreed by the Finance committee on Monday 17th October 2016

Chair of Governing Body.....

Date.....