

Sparsholt C of E Primary School

Charging Policy 2019-2020



Introduction

The Education Reform Act recognises the principle of free school education whilst enabling charges to be made for certain activities.

The Governors and School Leadership Team are committed to the principle of high-quality education being provided free of charge. However, budgetary restrictions are such that there are activities of sound educational value, which cannot be funded by the school alone.

Purpose

To promote a wide range of activities as part of a broad and balanced curriculum and as extra-curricular activities.

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1. Pre-payment

All meal payments, music lessons and after-school club fees must be paid for in advance, on a half-termly basis.

a. Meals

Children eligible for Universal Free School Meals (Key Stage 1) and/or Free School Meals (Years R to 6) do not currently have to pay for meals. For all other years, parents / carers will be required to pay for school lunches in advance, on a half-termly basis. For administrative purposes, wherever possible, the school would prefer payment to be made online using the Scopay website or app but cheques and cash are also accepted in the office. If you need support in setting up or using the online system, please ask the office. We understand that, on occasions, children may require additional or fewer meals than planned. If your child needs extra school dinners than originally paid for, parents / carers must top-up the meal payments online and if a child needs fewer meals, credit will be carried over to the following half-term.

b. Music Lessons, School Clubs & Activities

Music lessons and school-led paid clubs must be paid for in advance. Once parents / carers have booked their child / children into lessons or clubs, if payment has not been received within 2 weeks from the start of each term, you will be notified and your child will be asked to stop attending.

2. School Trips

Trips which take place mainly out of school hours are chargeable.

Activities which occur mainly within school hours and are in fulfilment of National Curriculum requirements will not normally be chargeable, although voluntary contributions will be requested. Where a trip cannot be sufficiently funded via parent/carers contributions, it may have to be cancelled - this will be made clear from the outset.

3. Music Tuition

Instrumental music tuition and/or loan of instruments may be compulsorily charged unless it is part of a National Curriculum course.

Children will have access to peripatetic music teaching. Commitment for such tuition is made for a whole academic year. Should children give up their tuition within the year, no refund will be given unless the place can be filled by another child. Written notice

must be provided by the end of the Spring Term to discontinue peripatetic music tuition for the following academic year.

Charges for music tuition are in accordance with HCC guidelines and provided in **Appendix A**.

4. Craft Activities

In practical/craft activities parents/carers may be asked for the full or partial cost of materials or ingredients if they have indicated in advance that they wish to own the finished product.

5. Residential Activities

Parents will be asked to pay for residential costs of off-site activities and may be asked for voluntary contributions to cover the cost of travel and organised activities. Parents/carers will be advised of the cost of the residential visit at least six months prior to the visit taking place.

6. After-school Club

Attendance at After-school Club will be charged. Charges will be set annually, see **Appendix A** for current cost, with the intention to cover the cost of staff, resources, a contribution to utilities and building costs and any other costs that are related to the provision of the club.

7. Damages

Parents/carers will be asked to pay for the cost of damages to school's property e.g. defaced books, broken windows, where the damage results from the child's behaviour or negligence.

8. Financial Assistance

Requests from parents/carers for financial assistance will be sympathetically considered in consultation with the Head Teacher and Chair of the Finance and Staffing Committee, and will be provided within the limits of the school budget. Complete confidence will be observed in such matters.

9. Over-due / Late Payments

A list of payments will be kept and reconciled with the financial accounts. There will be an escalation process for any debt owed to the School.

10. Payment Methods

The school's preferred method of payments is online via the Scopay website or app, but cheques and cash are also accepted in the office. All payments are recorded in the school accounting system.

Agreed by F&S Governors	November 2019
Review Date	November 2020

Appendix A

1. Charging for musical instrument tuition

- a. Termly fees of £68 (irrespective of the number of weeks per term) to be paid in advance. Where group numbers are low, the school may withdraw the tuition.
- b. Fees will be reimbursed (on a pro-rata basis) for unavoidable staff absence.
- c. Fixed rates until July 31st 2020.

2. Charging for After School Club

- a. Attendance will be charged at £8.25 per session, paid in advance.
- b. This rate is fixed until July 31st 2020.

3. Sports & Other Clubs

- a. Clubs will incur charges in the case that external costs are incurred in the provision of the club.
- b. Governors will review the charges on a termly basis.