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to build our future**

## **Charging Policy**

**November 2018**

**Reviewed by: Kevin Reid**

**Date: November 2018**

**Ratified by Chair of Governors:**

**Next review date: November 2019**

# BRAMPTON PRIMARY SCHOOL

## CHARGING POLICY

### Introduction

Our school has a Finance Policy in place which outlines the responsibilities and duties of the Governing Body, Headteacher and staff involved in financial management and procedures within maintained schools. Within the Finance Policy the school should stipulate its policy on charging for activities, services and resources. Our charging policy covers the cost of extended activities including the apportionment of schools' fixed costs or overheads as appropriate as well as the identification of direct costs and as such, there is a clear and transparent process for agreeing and making all relevant charges.

### Charges for School Activities

The Education reform act 1988 clarifies the activities for which charges can be made or voluntary contributions sought.

The Act gives LA's and schools the discretion to charge for optional activities provided wholly or mainly out of school hours and the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school whether during or outside school hours.

As from June 2009 the Governors will operate the following policy on charges and contributions for school activities where such activities involve additional expenditure.

### Charges

The school will charge in the following circumstances allowed by the Act:

- a. The provision of music tuition given to pupils as individuals or in groups of up to four **except** where it is given to fulfil:
  - Statutory duties relating to the National Curriculum or
  - Requirements specified in the syllabus for a public exam

- b. Ingredients and materials for cooking and CDT (Craft, Design and Technology):

Materials will be charged for, or parents will be required to supply these, if the parents have indicated in advance a wish to own the finished product.

- c. Activities which take place wholly or mainly outside school hours and which are not a statutory part of the National Curriculum: eg. Outings, visits, cricket coaching, cycling courses.

Charges will be made for all or part of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.

See Appendix 1 for refund procedures.

- d. Activities which involve pupils in nights away from home:

Charges will be made for Board and lodging. Children qualifying for pupil premium funding will be exempt from paying for residential visits, except for a non-refundable deposit to secure their place.

- e. No charges will be made for examination entries except where:
- The school has not prepared the pupil to take an earlier exam
  - The pupil has failed to complete the requirements of the exam without a valid reason

Charges must **not exceed actual cost** otherwise there may be VAT implications.

## **Voluntary Contributions**

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, e.g. outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will clearly state:

- a. There is no obligation to contribute
- b. Pupils will not be treated according to whether or not their parents have made a contribution
- c. The proposed activity may not take place unless a substantial majority of parents contribute
- d. A suggested amount for a contribution to cover the additional costs of the trip
- e. If the contribution is over £8 the school will provide a payment plan so that parents can pay in instalments. If they so wish.
- f. If the contribution is over £20, the year groups can fund raising to help bring down the cost of the visit for parents. The amount of funds raised will be matched by the governors and the remaining balance can be paid in instalments.

See Appendix 1 for refunds.

## **Remission**

It is the policy of the Governing Body:

- To remit charges for school activities to the children qualifying for pupil premium funding
- To provide a payment plan
- To look at individual cases where parents have been unable to give a donation
- To agree how to fund shortfalls for activities
- To encourage fundraising activities throughout the year to part fund visits
- To provide a termly outline of costs to parents for each year group

## **Other Charges**

### *School Equipment*

Should a child be found deliberately damaging school property (laptops, books etc), Governors will be asking parents for the replacement cost or a contribution towards a replacement, whichever is appropriate, at the discretion of the Headteacher.

### *Private Photocopying/Telephone Calls*

The Governors agree a charge to be levied for private photocopying (10p per copy) and telephone calls (50p per call). These will be subject to VAT regulations. These charges are reviewed annually.

### *Income from Sales – Non-profit making*

Some goods may be purchased through the school for the convenience of parents, pupils or teachers. The school will not seek to make a profit from these sales. Goods in this category including clothing, books, book bags, recorders etc.

### *Income from Sales – Profit Making*

Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, PTA or other charity. Goods in this category include school photographs, bring and buy item etc which may be subject to VAT.

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

### *Income from Lettings*

The Finance Committee annually review and set charges made for use of school premises. The charges made include actual caretaking costs, insurance and a premises charge.

The Finance Committee will endeavour to avoid charging the PTA for its activities in the school.

The Lettings Policy for use of the School Sports Hall is to be reviewed annually, the amount to be charged currently is:

### **SCHEDULE OF CHARGES W/E FROM January 2018**

<b>AREA</b>	<b>HIRER</b>	<b>MON-FRI (after 6pm)</b>	<b>SAT</b>	<b>SUN</b>
<b>Sports Hall/ Dining Hall/ Conference room / Parents room</b>	<b>Community</b>	<b>£35/hr</b>	<b>£45/hr</b>	<b>£55/hr</b>
	<b>Private</b>	<b>£40/hr</b>	<b>£50/hr</b>	<b>£60/hr</b>
	<b>Business</b>	<b>£45/hr</b>	<b>£55/hr</b>	<b>£65/hr</b>

**Car Park Use: Extra £15 per hour**

### **ALL CHARGES ARE PER HOUR** **Hiring during School Hours 9am – 3.30pm**

<b>AREA</b>	<b>HIRER</b>	<b>MON-FRI 9am – 3.30pm</b>
<b>Conference room</b>	<b>Community</b>	<b>£120</b>
	<b>Private</b>	<b>£160</b>
	<b>Business</b>	<b>£200</b>
<b>Parents room</b>	<b>Community</b>	<b>£110</b>

	<b>Private</b>	<b>£150</b>
	<b>Business</b>	<b>£190</b>

**Refreshments: £10.00 per person (Includes Tea, Coffee, biscuits and Lunch)**

**ALL** LETTINGS ARE SUBJECT TO £120.00 DEPOSIT – UNLESS THEY ARE SUBSIDISED BY THE SCHOOL’S GOVERNING BODY.

*Cost of External Coach*

The cost of the external coach outside school hours, such as Gymnastics, Judo, Karate etc, is covered by the compulsory contributions made by pupils. In some instances the fee for the coach can be partially funded by school by up to 10%. If we do not have enough children to attend these clubs, then they should be cancelled.

*Cost of Breakfast Club & After School Care*

The school runs Breakfast club from 7.30am to 9am and charges £2.00 per day per child. The children are provided with healthy breakfast and do different learning activities. The Afterschool Care runs from 3.15pm to 6.00pm and charges £10.00 per day per child. There is a sibling discount, which is £1 off per day for the second or third child. The children are provided with healthy dinner and they do various extracurricular activities.

**Responsibilities**

Authority for day-to-day management of the policy is delegated to the Headteacher who will determine the costs of activities other than those set by the Governors.

The level of charges is a matter for the Governing Body. It is recommended that all charges should include a reasonable element for overheads like electricity, heating, Site Manager’s overtime etc. Other things to consider are whether the school aims to make a profit, to meet actual costs or to offer say lettings at a subsidy.

All staff responsible for collecting income are made aware of the current charge rates and be aware of VAT implications.

The charging policy is reviewed annually by the Governing Body

**Appendix 1**

**Brampton Primary School Refund Policy**

**Monies paid to the school in respect of residential visits**

All initial deposits are non-refundable and this is stated in the initial parents’ letter informing them of the details of the forthcoming visit.

If a child is unable to attend at the last moment through illness, then a refund of cost can be given upon receipt of a doctor’s certificate. The initial deposit still remains non-refundable.

If a child/parent changes their mind or moves school and withdraws from the trip, unless the school can fill that child’s newly vacant place, no refund will be given. Charges are made by providers upon receipt of the first deposit so the school will be charged in full for the place reserved.

In case of unforeseen circumstances, the refund can only be made if the provider is able to make the refund, however the initial deposit remains non-refundable.

Following the trip if parental contributions have exceeded the costs incurred a refund will be offered to parents. Parents will be given the option of claiming the refund or donating the amount to the school. Parents will be informed of any excess and the options for payment/donation by letter.

Voluntary contributions made to the school in respect of educational visits/selective visits

If a child is unable to attend at the last moment through illness or medical appointment, then a refund of cost can be given upon receipt of a doctor's certificate or medical letter.

Monies paid for out of hour activities

Out of hour activities' invoices are issued termly. Should the school be unable to provide the activity through teacher illness then the lesson(s) will be refunded.

Should a child be unable to attend a lesson through no fault of the school then no refund can be made. Should a change of mind or withdrawal take place during the term then no refund can be made.

Read and Approved by the Governing Body

Date: \_\_\_\_\_

Signed: \_\_\_\_\_