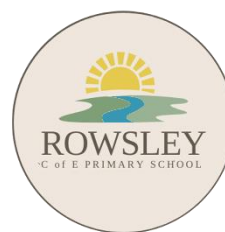




Peak Tor Federation
Rowsley C of E Primary
School
&
Stanton-in-Peak
C of E Primary School



Charging Policy

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November 2018

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Current Subject Leader:

Executive Headteacher

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Charging Policy

Introduction

During the school day all activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between school and the activity. 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 in the form of voluntary contributions.

Prohibition of Charges

The Governing Body recognises that the legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that a pupil is being prepared for at the school, or a part of Religious Education
- Tuition for pupils to learn to play musical instruments if the tuition is a part of the National Curriculum
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that a pupil is being prepared for at the school, or a part of Religious Education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transporting registered pupils to or from the school premises, where the Local Authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Governing Body or Local Authority has arranged for pupils to be educated
- Transport provided in connection with an educational trip

Voluntary Contributions

When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the trip. If a visit does go ahead, it may include children whose parents have paid a partial or full 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 may allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know the financial costing of each visit. The school will provide this information on request, but will not name individuals.

Residential Visits

If the school organises a residential visit in school time, we make a charge to cover the costs of board and lodging and travel expenses. Parents whose personal circumstances make payments difficult are informed that they can receive various different types of help e.g. part payment or payment in instalments.

Pupils eligible for Free School Meals

Children eligible for free school meals are asked to contribute a reduced rate for trips and residential visits. The remaining amount will be covered by the school Pupil Premium allowance.

Families eligible for free school meals are also eligible for the loan of a school laptop, subject to availability, for the duration of their time at the school. In the case of damage to or loss of the laptop, a £10 administration fee will be charged.

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 group music tuition if this is not part of the national curriculum. The peripatetic music teachers teach individual or small group lessons. Visiting staff from the County Music Service make a charge for these lessons. Parents deal directly with the County Music Service regarding payment arrangements.

There is a certain allowance from the school's pupil premium budget to help with the costs of private music lessons for a small number of pupil premium pupils. Parents may ask school if their child qualifies for subsidised music lessons but do not have the right to insist that school pays for this tuition.

Swimming

The school organises swimming lessons for children in Key Stage Two. These take place in school time and are part of the national curriculum. We inform parents when these lessons are to take place and ask for their written permission for their child to take part.

After School Club (including activity clubs)

These will be self-financing and the charges made will solely cover costs.

School Uniform

Items purchased directly by parents from the supplier or from a store of their choosing. Parents can buy items with or without logos. Donations of second-hand uniform are accepted by the school, and offered to all parents.

Books

Reading books that are sent home and returned to school with significant damage (further than normal wear and tear) – a charge of £1.00 per book will be made towards the cost of replacements.

Photocopying and Telephone usage

It is not expected that staff regularly use the photocopier or school phone for their own personal use. However, it is recognised that there may be occasions when it is necessary to do so, and a charge may be made at the discretion of the School Business Manager or Executive Headteacher, depending on the volumes.

Late Collection from School

Where parents/carers are repeatedly late to collect their children at the end of the school day, the child/ren will be placed in After School Club and this will be charged to the parent/carer at the cost of £4.50 per child per day. If this remains unpaid, the fees will be referred to Derbyshire County Council for collection. This is at the discretion of the Executive Headteacher.