

# Charging Policy



**Normand Croft** Community School

**An International Family of Learners**

**Agreed and adopted by:** Finance & Resources Governing Committee

**Date:** 14<sup>th</sup> October 2019

**Next review:** October 2021

**Policy revisions :**

## 1. Our Approach to Charging

- a. The Governing Board may not charge for anything unless it has been drawn up in this statement of general policy on charging.
- b. The policy statement describes each type of activity that can be charged for, and explains when charges will be made.
- c. If a charge is to be made for a particular type of activity – for example ‘optional extras’ – parents will be told how the charge will be worked out and who might qualify for help with the cost (or even get it free).
- d. Parent/carers have a right to ask for this information, and a summary must be included in the prospectus published by the school.

## 2. The current summary reads:

- a. ***The school does not make a compulsory charge for curriculum-based school visits / activities. At times, parent/carers may be asked to support the school through making a small voluntary donation towards the cost of an activity. Those unable or do not wish to contribute are under no obligation to do so. Children will not be discriminated against in any way as a consequence of parent/carers donations.***

## 3. Education during school hours:

- a. No charge is made for admitting children from Reception to Class 6 to Normand Croft. Education is provided during school hours free of charge. This includes materials, equipment, and transport provided in school hours by the Local Authority (LA) or by the school to carry children between the school and an activity.
- b. ‘School hours’ are those when the school is actually in session, but does not include the break in the middle of the school day. Parents/carers can find information on school hours in our annual school prospectus.
- c. Charges will be made to Early Years families who wish to top-up their hours.

## 4. Musical Instrument Tuition:

- a. There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual child, or groups of children, to

play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the child.

### **5. Voluntary Contributions:**

- a. Although, the school cannot charge for school-time activities, we may consider, at times, inviting parents and others to make voluntary contributions (in cash or in kind) for example, contributions toward cooking ingredients.
- b. All requests for such contributions will stress that they are **voluntary**.

### **6. Activities not run by the school or Children's Services:**

- a. When organisations acting independently of a school or LA arrange an activity to take place during school hours and parent/carers want their children to join the activity, such organisations may charge parent/carers.
- b. Parent/carers must then ask the school to agree to their children being absent, just as they would if they wanted to take their children out of school for a family holiday.
- c. However, where an activity is organised by a third party, and is approved by the school, is educational or is supervised by someone authorised by the school, then it is treated as if it were provided by the school, and no charge will be made to the parents, or pupils. Such an activity, if it takes place outside the school premises, is an 'approved educational activity' within the meaning of Regulation 4A(a) of the Education (Pupil Registration) Regulations 1995 (as amended).

### **7. Education outside school hours:**

- a. Parent/carers can only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or that form part of the school's basic curriculum for religious education.
- b. Charges may be made for others activities that happen outside school hours, eg. After School Club, breakfast club or after-school activities. However the school will work to ensure that any charges are realistic and reflect the cost of providing the services.

## **8. Residential Activities:**

- a. The school currently runs a residential week in Y6. It has been the policy of the Governing Board for a number of years to subsidise the cost of these residential experiences.
- b. A voluntary contribution is requested from parents/carers.
- c. Wherever possible, to minimise the impact on the school's core budget, the school, on behalf of the Governing Board, does seek charitable donations to supplement the cost of this residential activity.
- d. The school will make available to the Finance and Resources Committee a short '*End of Journey*' financial report outlining exactly the income received from any charitable donations and the consequent cost of the journey to the school budget. Based on this information the governing body will annually review the viability of continuing to offer a residential experience to children.

## **9. Charitable Donations:**

- a. During the school year the school, as part of the citizenship curriculum, takes part in a number of charitable fund-raising events.
- b. Children are asked to consider making a voluntary donation, for example to come to school in fancy dress.
- c. It is made clear to everyone that such donations are purely voluntary. All funds raised in this way are forwarded to the named charity.

## **10. Internal Fund Raising:**

- a. The school has a PTA [internal fundraising]. They organise fundraising events such as the summer fair.
- b. There is no compulsion to make any purchases at such an event.
- c. No child will be discriminated against in any way as a consequence of a parent/carers deciding not to make a contribution.

## **11. In brief - the Governing Board:**

- a. May not charge for any activities which take place in school time, apart from musical instrument for individual pupils or pupils in groups of up to four

- b. May invite parents and others to make voluntary contributions towards any part of the school's work
- c. May charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras