

Central Primary School



Charging Policy

Our motto: Children are Central

Introduction

The Governing Body wish to ensure that all pupils have access to all areas of the life of the school, regardless of the parent's ability to pay; we have, therefore, adopted Hertfordshire Local Authority's charging and remissions policy which is based on the advice from the department of Education.

The Head Teacher and Governors will consider sympathetically cases of genuine need seeking help with these charges and will remit those they feel are necessary from the school's budget.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the school are responsible for determining the content of the policy and the Head teacher for implementation. Any determinations with respect to individual parents may be considered jointly by the Head teacher and Governing Body.

Charges

Voluntary Contributions

The Governing Body recognises the valuable contribution that a wide range of additional activities such as clubs, trips, residential activities and music lessons can make towards pupils' personal and social education. We do not charge for any activity undertaken as part of the National Curriculum.

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 have to cancel a trip. 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, the child will be able 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 how each trip is funded and this is provided in the letter sent out to parents informing them of the trip (Appendix A).

Residential trips

In the case of activities partly during the school day, and partly out of school hours, charges will be made for the time outside school hours; transport and for board and lodging on a residential school journey. The school organises a residential trip for children in Year 6 during school time which provide education directly related to the National Curriculum. We do charge parents for the cost of these trips which purely covers the actual cost of this provision. Those children eligible for free school meals (not universal meals)/ pupil premium are asked to contribute at least half the overall cost.

Parents on low Income

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body encourages parents to approach the Headteacher for financial support. This can take the form of a reduced cost for trips, a deferred payment or just general financial advice. In other

circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made or a voluntary contribution is requested. Again, parents are encouraged to apply in confidence to the Head teacher for the remission of charges either in part or in full.

Music tuition

The school currently employs peripatetic music teachers through the Hertfordshire Music Service. The Music Service charge the school for supplying the teacher and the cost is then passed on to the parents. Music fees are invoiced on a termly basis in advance and parents are required to give half a term's notice if a child wishes to stop. When this happens, the school will endeavour to fill the space with another pupil but if this is not possible the parent will be asked to meet any costs incurred and any fees already paid will be forfeited.

Activities outside of school hours

The school offer a wide range of after school clubs, some of which are run by members of staff and are free of charge. Other clubs are run by people from outside school, who will then charge parents directly and have their own charging policy. The school runs a breakfast club from 8am each day at a cost of £2.00 per daily session or £10.00 for the week. We also run an After-School Club from 3.30-5pm where children are given a drink and a snack at a cost of £5.00 per session. These charges do not exceed the actual cost of the provision.

Lettings

The school will make its facilities available to outside users and will charge for the cost of providing the facilities, allowing for site management, energy and cleaning costs. The scale of charges is determined annually by the finance committee and forms part of a separate lettings policy. The school has a separate lettings policy which should be read for further information.

Refunds

A refund will be paid if a child is unable to attend any activity due to illness or if a trip is cancelled completely.

School Resources

School resources are issued free of charge; however, we do ask parents to cover the cost of replacements due to loss or damage to the estimated value of the item. In cases of wilful or malicious damage to equipment or loss of school equipment, the Head teacher may decide to make a charge. Each incident will be dealt with on its own merit and at the Head teacher's discretion.

Equality

In accordance with the Equality Act 2010 we seek to;

- a) **eliminate discrimination**, harassment, victimisation and any other conduct that is prohibited by or under the act
- b) **advance equality of opportunity** between persons who share a relevant protected characteristic and persons who do not share it
- c) **foster good relations** between persons who share a relevant protected characteristic and persons who do not share it

We will always strive to provide access to all the opportunities in our school and seek to work in accordance with the above principles.

Monitoring and Review

This policy is closely monitored by the Governing Body. It will be reviewed at least every 2 years.

Appendix A: Model Letter regarding trips



CENTRAL PRIMARY - IN THE HEART OF WATFORD

Children are Central

Headteacher: Ms Katie Bentham

Date _____

Dear Parents/ Carers,

RE: {Insert Name of Trip and Date of Trip here}

{Insert information about the reason for the trip}

You are invited to make a voluntary contribution of *{insert suggested contribution}* towards the cost *{insert reason for contribution and trip}*. We wish to make it clear that no pupil will be denied participation on the grounds that no contribution has been made on their behalf. If however, insufficient funds are received by *{insert date}*, the trip will have to be cancelled.

{Insert information about lunches}

{Inset information about the arrangements for the trip}

Please return the permission slip below before *{insert date}*.

Yours faithfully,

{Insert trip leader's name}

{Name of trip and person slips are to be returned to}

I give permission for my child _____ to attend/ travel to/ take part in *{insert trip}*.

{My child will need a yellow lunch / My child will bring a packed lunch from home

{I will collect my child at the venue / My child is allowed to walk home on their own

I would like my child to return to school where I will collect them

Signed _____ Date _____

Appendix B: BUSINESS CARD USAGE

STAFF NOMINATED AS CARDHOLDER

Card Name: Katie Bentham

Position: Headteacher

Card Limit: £2000

CONDITIONS OF USE

The school's business card should only be used in the following instances:

- For internet purchases where the supplier will only accept payment with the order.
- For regular purchases of a minor nature that would otherwise require to be reimbursed.
- Other, e.g. where suppliers will not accept school orders, etc.

Business card holders are required to supply VAT receipts to the School Business Manager for all transactions at the earliest opportunity. In the event the VAT receipts have not been forwarded when the monthly card statements are received, the card holder must provide the receipts to the SBM within one week following their request.

Under no circumstances should personal items be purchased using the Central Primary School and Nursery school card. Although the cards have a CHIP and PIN facility, under no circumstances must these be used to withdraw cash as this contravenes HCC Financial Regulations.

LIMIT ON INDIVIDUAL TRANSACTIONS

The governors have agreed that a limit of £2000.00 is placed on any single transaction which has been conveyed to National Westminster Bank. Anything costing more than this amount would have to be purchased using another method ie by invoice or cheque.

SECURITY OF THE CARD

The card will be retained in the SBM room in a locked drawer and **can only be used with the permission of the Headteacher when required**. The card will be returned to the SBM promptly after use.

In the event that the card is lost or stolen, the cardholder must take the following steps immediately:

- Contact Karen Gibbs, School Funding Unit, 01992 555734. If unavailable, contact 01702 213300
- Confirm in writing to: Karen Gibbs, School Funding Unit, County Hall, Hertfordshire, Herts, SG13 8DF
- Advise any suppliers of recent transaction that the card has been cancelled.

The total credit limit for the school is £2000.00

RECONCILIATION

The SBM is responsible for carrying out the monthly reconciliation through the accounting package following the guidance provided by Financial Services for Schools.