



CONWAY PRIMARY SCHOOL

EDUCATIONAL CHARGING POLICY

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Background

At Conway we aim to provide a broad, balanced curriculum for all our pupils. Charges will not be made for education provision, materials, equipment and transport provided during school hours¹. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on voluntary contributions in whole or part from parents. Without this financial support, the school would find it difficult to maintain the quality and breadth of educational experiences provided for the pupils. However no pupil will be left out of an activity because his or her parents cannot contribute to its cost. The school makes every effort to keep the costs of educational activities to a minimum and are non-profit making, unless specifically raising funds, in which case parents will be informed.

Responsibility for the Policy

This policy has been formulated in accordance with current DfE guidance on Charging for School Activities. The Finance & Personnel Committee owns this policy on behalf of the governing body. However, the execution and the day-to-day procedures are delegated to the Headteacher. Unless driven by other factors the committee will review the policy as part of its review schedule.

Approved on behalf of the Governing Body of Conway Primary School

Signed

Date

Role

¹ School hours are those when the school is actually in session and do not include the break in the middle of the day.

Charging Arrangements

1. It will be clearly explained from the outset if a particular activity provided by the school or a nominated provider is dependent on a voluntary contribution from parents especially where there is a transport and/or admission fee. Wherever possible this information will be provided in written form. We ensure that no pupil feels discriminated against regarding their parents financial means, by ensuring that any wording around payment or collection of contributions, whether verbally or in writing, is drafted in such a way that a pupil does not feel any concern around their parent ability to pay. Where there are insufficient parental contributions for an activity to proceed the school may seek to provide funding to mitigate any shortfall. However, if this is not possible, it may become necessary to postpone or cancel the activity. Once a contribution has been made, the contribution will only be refundable under exceptional circumstances and can only be authorised by the Headteacher or School Business Manager.

2. Charges may be made for activities outside school hours such as school clubs when these activities are not necessarily part of the National Curriculum and as such can be described as 'additional provision'.

3. Charges may be made if an activity takes place outside school hours even if part of the activity takes place during school hours e.g. travelling to an activity.

Remissions

4. The Headteacher may decide to remit in full or part of the charges if it is felt that it is reasonable in the circumstances. If parents have difficulties in paying for an activity they should not hesitate to speak to the School Business Manager, in confidence, and they will be advised as to what help might be available. All remissions will be authorised by the Headteacher.

Residential Activities

5. Charges may be made for residential activities outside school hours

6. Charges will not be made for the education or travel to a residential activity taking place largely during school time or when it supports the National Curriculum. However, charges may be made for board and lodging expected where parents are in receipt of the following support whereby they should discuss the matter, in confidence, with the School Business Manager:

- Income Support
- Income Based Jobseekers Allowance
- Income Based Employment Allowance
- Support under part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit with a household income below the relevant threshold
- Child Tax Credit (at a higher rate than the basic family element)
- The guarantee element of State Pension Credit
- Universal Credit (2016)

Instrumental Tuition

7. Charges may be made for instrumental tuition for individual or groups of pupils.

Loss and/or Damage to School Property

8. Parents of pupils that lose or damage school property, equipment and resources, including computing equipment, windows and furniture may, at the Headteacher's discretion, be liable for part or all of the cost to repair or replace.

Late Pick Ups

9. Charges will apply for the late pick up of children from school, after-school clubs and late night provision.