

# Burlington Junior School

Shaping Positive Futures



Achieving Our Full Potential

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## Charging Policy

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## **CHARGING POLICY**

### **Aim:-**

In conformity with the requirement of the Education Reform Act 1988, it is the policy of the Governing Body:

- To make a broad programme of activities and trips accessible to as many pupils as possible
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have its access to the curriculum limited by charges.

The Governing Body also recognise that there is a clear distinction in charging between Curriculum and Non Curriculum activities

### **The Law Says:-**

For curriculum and educational activities parents must be informed if:

- The activity cannot be funded without voluntary contributions.
- The visit may have to be cancelled if insufficient funds are raised.
- A parent's inability to pay cannot exclude a child from an activity.
- If a parent is unable or unwilling to pay, their child will be given equal chance to go on a visit.

Charges will be made on the following basis:

### **Residential Activities**

For residential trips (one or more nights away from home) deemed to take place during school time. Families will be charged for the cost of trip to include insurance costs, excursions and activities. Families in receipt of Free School Meals and Pupil Premium children may be subsidised.

### **Curriculum Activities**

To request contributions from parents, in advance, for curriculum activities and trips during school time. No student should be excluded by reason of inability or unwillingness to make voluntary contributions. However, if insufficient voluntary contributions are raised to fund the activity, then it may be cancelled and a full refund given. Families in receipt of Free School Meals and Pupil premium may be subsidised for some trips.

### **After School Clubs**

After school clubs where the school pay for a qualified instructor, a small charge may be asked for to help towards the cost of the lesson for all children attending these clubs.

### **Music Tuition**

Charges for music delivered by LEA peripatetic teachers will be made at the beginning of each term. All families will be asked to pay, including those in receipt of Free School Meals and pupil premium may be subsidised.

### **School Meals**

School meals currently cost £2.10 per day (as at Sept 2019). This charge will be reviewed and increased annually in January. Parents are encouraged to clear any outstanding balances at the end of each week. If arrears are build up you may receive a reminder letter.

Families in receipt of Free School Meals will be exempt from charge. If parents /carer are in receipt of Income support or Job Seekers Allowance their child may be eligible for Free School Meals. Parents/Carers are encouraged to complete the appropriate form available from the school office.

### **School Property**

The Governing Body reserves the right to ask parents/carers to pay for the cost of replacing items of school property which are broken, lost or damaged, when it is as a result of the child's behaviour.

### **School Uniform**

The school also sells school uniform to parents/carers. The cost of these items is kept to a minimum and the profit from the sale of these items, is lodged to the school fund account which is used to pay for non-curriculum events for the benefit of the children. eg The Christmas Pantomime Trip

### **Freedom of Information**

Subject Access Requests under the Data Protection Act 1998 are provided. An admin charge will be made for each request.

### **Voluntary Contributions**

Voluntary Contributions will be asked of parents to allow visits to take place which supplement and extend work included in the National Curriculum.

Voluntary contributions may be requested in cash or kind for materials or ingredients used in various activities. If finished products are to be taken by pupils a charge maybe made.

The school holds its own fund raising events from time to time. Sometimes these support our own funds or charities such as Children in Need, Poppy Appeal. Note that financial contributions to these events are voluntary.

**Financial Difficulties**

Where charges would cause financial difficulties a reduced rate or no charge maybe made, at the discretion of the Headteacher. Sometimes, alternative sources of funding can be found. Parents will however be encouraged to make whatever contribution they can. No child will be excluded from any educational activity because of genuine financial difficulty.