



Langley Mill C of E (Controlled) Infant School and Nursery

CHARGING POLICY

This policy has been impact assessed in the light of all other school policies and the Equality Act 2010.

Written / Reviewed by	Date	Approved by GB	Minute Number	Next Review Date
S Rivington	September 2011			September 2012
S Rivington	August 2012	03/10/2012	GB/2012/70	September 2013
S. Rivington	September 2013	02/10/2013	GB/2013/60.1	September 2014
S. Rivington	February 2014	RMC 10/02/2014	RMC/2014/05	February 2015
S. Rivington	September 2014	GB 30/09/2014	GB/2014/66	September 2015
S. Rivington	September 2015	30/09/2015	GB/2015/72	September 2016
S. Rivington	September 2016	21/09/2016	GB/2016/68	September 2017
S. Rivington	September 2017			September 2018

--	--	--	--	--

Langley Mill Church of England (Controlled) Infant School & Nursery

CHARGING POLICY

1. Review Procedures

This statement will be reviewed on an annual basis by the Governing Body and will be adjusted in line with any subsequent guidelines from the DfE or LA.

2. Aims

This statement sets out the school's attitude to charging, describes each type of activity which will be charged for and explains when charges will be made.

3. Principles

All education provided within school hours will be free. This includes materials, equipment and transport provided in school hours by the LA or the school to carry pupils between school and its activity. 'School hours' are those when the school is actually in session and do not include the break in the middle of the day.

All parents will be informed about school hours in the school prospectus.

All parents will receive a summary of school charges in the school prospectus.

The school may invite parents from time to time to make voluntary contributions towards any part of the school's work and to permit the provision of activities which might not otherwise be possible, eg school trips.

If insufficient contributions are received to finance the activity or excursion, it will be cancelled.

Charges may be made for teaching music either to an individual pupil or to pupils in groups of up to four. Voluntary contributions will be invited for group music tuition from outside companies who may be engaged from time to time.

General fundraising and sponsorship will also be used to permit additional activities. Parents will be informed of the decision to ask for contributions at the planning stage of activities.

No pupil will be left out of any activity provided in school time because his or her parents cannot or will not make a contribution of any kind if asked to contribute.

Parents will only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or Religious Education and when parents agree to pay.

A charge may include an allowance for the cost of teachers from the school who supervise the activity, but only if those teachers have been given a separate contract/formal letter to provide the optional extra.

When parents accompany pupils on an out of school activity, they may be invited to make a contribution towards the cost of transport and/or the activity.

4 School Charges For Pupils and Arrangement For Payment

The following voluntary payments **may** be requested of parents of all pupils to cover the costs.

Materials for:	Cost	When	Notice given
Baking	£1.00 approx.	Ongoing	2 weeks minimum
Consumables for Technology models	£0.50 - £1.00 approx. (or model to be left in school)	Ongoing	2 weeks minimum
Crafts	£1.00 approx.	Ongoing	2 weeks minimum
Admission charge for:			
Visiting theatre/music groups	£1.00 - £3.00	1 or 2 per annum	2 weeks minimum
Local Trips	£3.00 - £18.00	1 or 2 per annum	3 weeks minimum With opportunity to pay the cost weekly

5 MISCELLANEOUS CHARGES (OTHER THAN THOSE FOR PUPILS)

Charges for Lettings

The Governing Body will follow directions from the LEA regarding the use of school premises. Charges and arrangements are set out in the LEA Lettings Policy.

Charges for Photocopying

Staff and others may use the school photocopier at a cost of 5p per A4 copy.

Private Telephone Calls

Staff and others using the school telephone may do so at the normal BT costs.

Christmas Concerts

A charge of £1 may be made for admission for adults to school concerts and plays to help fund costumes.

6 COLLECTING AND BANKING SUMS COLLECTED

The school will maintain records of all charges collected.

All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account. (See Financial Regulations and Roles and Responsibilities Document.)