

St Ann's C.E. Primary School



Charging Policy

Policy Managed by: Mrs. Kate Keen

St Ann's C E Primary School

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Mission Statement

St. Ann's Church of England Primary School is one of the family of church schools within the Liverpool Diocese. Our welcoming school is at the heart of the community and is distinguished by its nurturing ethos which is underpinned by Christian values.

Excellent teaching makes learning exciting and accessible for all and we challenge our children to develop a love of learning and to reach their full potential.

Throughout their school journey we encourage children to grow as resilient individuals who aspire to search out and grasp all of life's opportunities, making wise choices in order to build a positive future for themselves and others. Our vision is that our children leave the school as compassionate citizens who respect the rights, beliefs and individuality of others.

We believe that equality at our school should permeate all aspects of school life and is the responsibility of every member of the school and wider community. Every member of the school community should feel safe, secure, valued and of equal worth. At St. Ann's C.E. Primary School, equality is a key principle for treating all people the same as we believe that every human being without exception has innate dignity, being made in the image of God.

Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

Objectives

The objectives of the charging policy are:

- To ensure activities offered in school time should be available to all pupils regardless of their parent's ability or willingness to help meet the cost.
- To identify those activities for which charges may be levied
- To invite voluntary contributions for the benefit of the school in support of any activities organised by the school either during or outside school hours.

Charges

The Governing Body reserves the right to make a charge in the following circumstances allowed by the Act:

- The provision of music tuition given to children as individuals or in groups, except where it is to fulfil statutory duties relating to the National Curriculum or requirements specified in the syllabus for a public exam.
- Ingredients and materials for cooking, art, craft, design & technology activities only if these are to go home. Materials may be charged for (or parents / carers will be required to supply these) if they have indicated in advance a wish to own the finished product, or if in the case of food technology the intention is that the children will take their finished product home. Pupils will not be excluded from taking part in activities if parents / carers choose not to pay for items.
- Activities which take place outside school hours and which are not a statutory part of the National Curriculum e.g. outings, visits, sports coaching, cycling courses and / or materials used in the clubs.
- Trips and activities during the school day (through a voluntary contribution).
- Activities which involve children in nights away from home will include charges for board, lodging and travel costs. Families in receipt of Free School Meals may be supported with these. The costs will not exceed the actual cost of provision.
- Provision for additional hours at nursery above the number of hours provided for in the child's Early Years Entitlement, including for late collection when this occurs on a regular basis.
- For toast / snack at break time (but not for fruit provided through the free fruit for schools programme and not for any items provided through the national Magic Breakfasts programme).
- For school lunches where the child is not entitled to Free School Meals.

Voluntary contributions

When organising school trips, visits or visitors to school which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary; however should we not receive sufficient contributions to make the trip or activity viable, it might be cancelled. 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, we do allow the child to participate fully in the trip or activity. The school will provide a breakdown of how trips and activities are funded should this be required. For those children who qualify for Pupil Premium an Education Voucher is issued and held by the school, from Pupil Premium funding, which is used to pay towards the contribution for any Education visit, except those which occur outside normal school hours.

Breakages

In cases of wilful damage, breakage or loss of equipment on loan to children, the Headteacher, in consultation with the Chair of the Governors', may decide to make a charge. Each incident will be dealt with individually and at school leadership discretion.

Financial Support

In order to minimise the cost of trips for parents, wherever possible the school contributes a small subsidy from the School Fund or School Budget.

Residential Visits

Our residential activities take place during out of school hours. Expressions of interest are sought prior to the visit in order to determine whether or not it will go ahead. This includes a breakdown of the costs involved. Parents of children involved in residential visits will be charged for board and lodging and will be asked for a contribution towards any other costs involved.

Music Tuition

All children study music as part of the school curriculum for which there is no charge. A charge can be made for individual or group music tuition if this is not part of the National curriculum.

Swimming

The school organises swimming lessons for children in some Key Stage 2 classes. These take place in school time and are part of the National Curriculum. The school undertakes to cover the cost of the pool hire and the coaching costs. The children walk to the swimming baths. We inform the parents when these lessons are to take place.

After School clubs

For most afterschool clubs a charge of £1.00 per session per child is made, although we reserve the right to increase this charge depending on the costs for the club. This is to pay towards the costs for staffing and resources the activities. Those children who are in receipt of free school meals are not required to pay this charge for any clubs relating to homework.

Completion of documentation for parents not involved in the business of school

Parents regularly ask for school staff to complete forms for benefits or write letters/ reports to support them which are not related to the general business of the school. The Governors have agreed that a charge of £3.00 will be made for these services. This income is added to school fund and is used for projects to benefit the children.

Income from sales

Some goods will be sold through the school with the intention of making a small profit and this often takes the form of commission. Goods include: Book Fairs, school photographs, plant sales. This income is added to school fund and is used on projects to benefit the children.

Income from Donations

Occasionally, the school will seek voluntary donations from events such as non-uniform days, sponsorship etc. The purpose for which the donation will be used is explained clearly to parents and visitors.

Income from lettings

The Governors review and set charges for the use of school premises, for example WASPs Link Club. This income is used to cover any additional costs for example cleaning and caretaking, and the remainder is added to school budget and is used on projects to benefit the children.

Additional In-School Charges for school staff

Private photocopying/Telephone calls

The Governors have agreed that under normal circumstances no charge will be made for these services. Should a large number of copies or calls be required for personal use, permission will be sought from the Headteacher and a donation will be charged to cover costs.