



COPTHORNE PRIMARY SCHOOL

CHARGING POLICY

Date of issue		Review date		Date ratified by Governing Body	
26 th November 2014		November 2017		26 th November 2014	
	Print name	Signature		Date	
Head of School	Mrs C Shepherd				
On behalf of Governing Body					

Copthorne Primary School

CHARGING AND REMISSIONS POLICY

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfE guidance.

Definition

The school day is defined as:

Nursery:-	8:45am - 11.45am and 12:00pm – 3:00pm
Reception:-	8:40am - 11:30am and 12:30pm – 3:00pm
Year 1:-	8:40am - 11:45am and 12:45pm – 3:00pm
Years 2-6	8:40am - 12:05pm and 1:00pm – 3:00pm

The midday break does not form part of the school day.

Responsibilities

The Executive Head Teacher/Head of School will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy every three years or before this if needed or statutory requirements dictate.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

Voluntary contributions up to £12.00 may be sought for activities during the school day which entail additional costs, for example field trips, educational visits.

In these circumstances no pupil will be prevented from participating because his/her parents or carers cannot or will not make a contribution. However, if insufficient funds are available, it may be necessary to curtail or cancel activities.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example football club, theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits/pupil premium where places will be offered at a reduced rate.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Minibus Use / Hire

Travel in the school owned mini-bus is free. A charge is made to hire out the minibus at a cost of £37.00 / day plus fuel. A special rate has been agreed for The Copthorne Association of £15 per day plus fuel (see minibus policy / booking form).

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Eligible benefits

Pupil Premium

Income Support;

Income-based Jobseeker's Allowance;

Support under part VI of the Immigration and Asylum Act 1999; or

Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue, that does not exceed the current maximum).

Photocopying

A charge will be made for photocopying of any documents provided to parents and outside agencies at cost (including admin time), which is not related to school day activities.

Lettings

See Lettings Policy