



## CHARGING POLICY

**Agreed Spring 2019**

**Review Spring 2022**

As legislated by the Education Reform Act 1988, as amended, the School Governors are required to determine and publish a charging and remissions policy.

The School Governors anticipate that it may be necessary from time to time to amend the policy but, if so, parents will be notified accordingly.

### **INTRODUCTION**

**At Moss Hey Primary School we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.**

### **Voluntary contributions**

We cannot charge for activities which are part of the normal school day or part of the National Curriculum but we can ask for **voluntary** contributions.

Examples of circumstances in which we might ask for voluntary contributions include:

- Transport to swimming sessions
- Transport on trips
- Admission charges

### **Why do we need to ask for voluntary contributions?**

We want to offer a wide range of activities to broaden your child's experience but we cannot afford to do everything we would wish without help from parents.

### **What happens if I am unable to pay?**

Parents in certain financial circumstances will not be expected to make voluntary contributions. Parents unable to pay must come in confidence to the head teacher and bring evidence of the following:

- Income-based Jobseekers Allowance
- Income Allowance
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income does not exceed the allowable amount.
- Guaranteed State Pension Credit
- Working Tax Credit 'run-on'

### **Will my voluntary contribution pay for people who have not paid?**

No. The amount we ask in voluntary contribution must not exceed the actual cost of the activity per pupil.

We will tell you at the outset if the activity cannot be funded without voluntary contributions. We shall give as much notice as possible of any activities which will require voluntary contributions.

We will offer staged payments, through a payment plan, collecting in post dated cheques at the start of the payment plan.

### **What happens if I am unwilling to pay?**

Your contribution is voluntary. Your child will not be excluded from the activity.

**BUT if we do not receive at least 90% of the total amount needed to pay for the event, then we will cancel the activity.**

### ***Visits – non-residential***

Parents or guardians will be asked for a voluntary contribution necessary to fund the visit. However, attendance will not depend on payment. ***If insufficient funds (less than 90%) are collected, the school will cancel the visit.***

### ***Visits – residential***

Parents or guardians will be asked to pay for board and lodgings. Parents who are in receipt of family credit or income support will be asked to make a contribution towards costs.

Voluntary contributions will be requested for other costs, such as transport and entrance fees.

Parents will be asked to sign a commitment form prior to the visit, to enable the school to make bookings and payments in advance.

### ***Special events in school hours***

Occasionally parents may be asked for voluntary contributions to help fund special events, but attendance at the event will not depend on payment. ***However, if insufficient contributions are received, events will be cancelled.***

### ***Musical Instrument Tuition***

All music tuition is managed directly through the Stockport Music Service. Parents who wish their child to begin tuition can obtain information from the school office. All payments and contracts are between parents and the Stockport Music Service.

***External Clubs:*** Parents who wish their child to attend these clubs can obtain information from the school office. All payments and contracts are between parents and the outside companies.

***Teacher led clubs:*** A small charge is applied to these clubs to cover costs.

### ***Consumables***

Consumables, i.e. home economics, C.D.T., materials, and needlework may be charged for where parents have indicated in advance that they wish to own the end product.

### ***Other Activities***

Charges may be made for other activities which are recognisably distinct from the curriculum where parents have indicated their agreement in advance.

### ***Damages and Losses***

Charges may be made for the cost of repairing or replacing any damaged property or item resulting from a pupil's inappropriate behaviour.

Charges may be made for the cost of replacing any property or item which has been loaned or hired to a pupil and not returned.

### ***Copies of children's work***

An administration charge of £15 will be made for providing copies of a child's work if requested by parents/carers.

### ***Remissions***

The discretion to remit in whole or in part any charge, which may be made by the School, has been vested in the Headteacher. Remission may be made on the grounds of educational considerations with regard to both the pupil and the School needs. Remission may be made on the grounds of financial considerations with regard to both the pupil and the School needs. Remissions may be made on a group or an individual pupil basis.