



**Mildmay Infant & Nursery
School**

Charging Policy

2017 - 2018



AS valued individuals we all belong to a respectful, caring, unique community where together we grow through fun, active learning.

Charging and Remissions Policy

Status Statutory

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: EYFS & KS 1 from 8.50am – 3.10pm
Nursery 8.50 – 11.50am or 12.10 – 3.10pm or full days.

What was consulted?

The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of 'A Guide to the Law for School Governors'.

Relationship to other school policies

The policy complements the school's Equalities Policy, Educational Visits Policy and the Teaching and Learning Policy.

Roles and responsibilities of headteacher, other staff, governors

The **headteacher** will ensure that the following applies:

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.

Voluntary contributions for activities during the school day

The staff and governors recognise the importance of activities that may not be an essential part of the curriculum, but add value and enjoyment to the experiences of the children. It may be necessary for voluntary contributions to be sought for such activities during the school day which entail additional costs, *for example visits to zoos and museums to enhance children's understanding of topics being taught in lessons.*

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

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 where the activity is not part of the national curriculum. When such activities are arranged parents will be told how the charges were calculated.

Optional activities outside of the school day

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

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

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. Support for cases of hardship will come from school funds.

Parents who would qualify for support are those who [list appropriate benefits or other criteria, e.g. those in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided the parent is not entitled to Working Tax Credit, the guaranteed element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008].

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

Arrangements for monitoring and evaluation

The governor with responsibility for finance will monitor the impact of this policy by receiving on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

The monitoring governor will seek to evaluate the impact of the school's extended services on those children in need of additional support

Date for review: September 2018

Links to legislation and guidance documents

Further information and guidance documents and legislative provisions concerning charging for school activities can be found in:

<http://www.teachernet.gov.uk/management/atoz/c/chargingforactivities/index.cfm?code=legi>