



## **Charging Policy**

Reviewed and Approved – March 2015  
Next Review Date – March 2018

The school aims to provide a balanced, broad curriculum for all children within our care. However it is recognised that many educationally valuable activities have been, and will continue to be, dependant on financial contributions in whole or part from parents. For example, the school invites voluntary contributions for visits and visitors such as authors, storytellers, theatre companies etc to extend and support the children's learning.

However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled, or additional revenue will be taken from school fund. If there are exceptional cases of hardship the school will try to support costs through its own budget. If parents are unable to contribute they are invited to contact the Head teacher, in confidence, so that suitable arrangements can be made.

### **Educational visits**

For visits occurring during the school day we will invite a voluntary contribution from parents to meet the cost of the visit. Every effort will be made to keep these costs to a minimum.

The school day is defined as: 8.50am to 12.15pm, 1.15pm to 3.15pm. The lunchtime break does not form part of the school day.

### **Clubs**

A fee of £10 per term is charged for each child to attend as many clubs as they wish, except for those in receipt of the pupil premium. Clubs run by external agencies are charged separately.

### **Classroom Materials**

No charge is made for materials and equipment. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for materials used.

We ask for contributions towards the cost of food which the children eat on Healthy Eating Days.

The policy is reviewed by the Finance Committee every 3 years.

## Equal Opportunities

We will aim to ensure that all children will have an equal opportunity to explore their potential regardless of gender, ability, cultural or religious background with reference to the school's equal opportunities policy.

## 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 cannot or will not. Support for cases of hardship will come through voluntary contributions, fund-raising and Pupil Premium. Parents who 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.

## Pupil Premium

Where children are eligible for pupil premium,

- Income Support;
- Income based Job Seeker's Allowance;
- Support under Part 6 of the Immigration and Asylum Act 1999;
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income of, assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190 for the year 2010/11;
- The guaranteed element of State Pension Credit;
- An income related employment and support allowance introduced on 27<sup>th</sup> October 2008.

the school will subsidise:

- educational trips
- clubs

West Sussex will pay for additional music lessons for Pupil Premium children.

## Residential Activities

Special rules apply for residential activities. A trip counts as falling within school time if the number of school sessions missed by the pupil amounts to half or more of the number of half-days taken up by the activity. Each school day is normally divided into two sessions and each 24 hour period is divided into two half-days beginning at noon and at midnight.

On this basis, a term-time trip from noon on Wednesday to 9.00pm on Sunday would last for nine half-days, include five school sessions and would count as taking place in school time. A trip from noon on Thursday to 9.00pm on Sunday would count as seven half-days, include three school sessions and would be classified for charging as taking place outside school time. If fifty per cent or more of a half-day is spent on a residential trip, you should treat the whole of that half-day as spent on the trip.

## Musical Instrument Tuition

There is an exception to the rule about not charging for activities in school hours. The Education and Inspections Act 2006 introduced a regulation-making power which allows the Department of Education to specify circumstances where changes can be made for music tuition. The regulations, which came in to force in September 2007, provide pupils with greater access to vocal and instrument tuition.

Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound educational principles) to play an instrument or to sing. Guidance about the charging regulations can be found on Teachernet. Charges may only be made if teaching is not an essential part of the national curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).