

CHARGING POLICY

Policy written by: Mrs C. Travis

Approved by Governing Body on: 17.10.2016

Date to be reviewed: Autumn 2017

Governor with lead responsibility:

AIM:

At New Invention Infant School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

PRINCIPLES:

- We make no charge for National Curriculum and related activities in school time
- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution
- Support is available towards part or all of the cost of the activity where there are financial difficulties or the family is in receipt of FSM- this may be met out of base budget or school fund.
- We may charge where it enables an increase or enriches non-statutory extra curricular provision at any time
- We support the development of all community groups use of school facilities through a flexible charging approach
- We offer minimum cost of facilities for non-profit making community activities
- We offer caretaking services to users at cost
- We reserve the right to refuse the letting of any school facility after undertaking an appropriate risk assessment

KEY RESPONSIBILITIES:

Finance Committee

- will review and amend the charging policy on behalf of the governing body
- will review annually the charges for supplies and services
- will monitor whether actual income is in line with anticipated income

Headteacher

- will be responsible for drafting proposals for charges
- will provide reports for the finance committee

Administration

- will provide effective financial administration enabling efficient budget management by the headteacher
- will manage the letting of school premises
- will maintain efficient and effective information systems

Caretaker

- will manage the school premise during lettings

Users

- will abide by the terms and conditions of the booking and hiring contract

PROCEDURES:

1. Off-site extra-curricular activities

A voluntary contribution not exceeding the actual cost may be requested.

2. On-site activities

Curriculum Enriching Activities

Music instrumental teaching

Class based specialist music teaching will be provided free of charge.

The cost of instrumental lessons to individuals or small groups in school time or after school will be met through charges to parents. Charges are set on an annual basis and paid termly or half termly in advance. Parents will be expected to hire or buy their child's own instrument for practice at home. Instrumental tuition is offered for piano and keyboard.

Extra curricular clubs

A charge may be levied towards participation in extra-curricular activities to partially offset the costs of materials and staffing as needed. Current charges are £6 per year. The charges for pupils eligible for pupil premium may be met by the school.

Dance Lessons

The cost of ballet lessons after school will be met through charges to parents. Charges are set on an annual basis and paid weekly directly to the ballet teacher. Children eligible for pupil premium may have the charges for exams paid for.

3. Letting of premises

The annual charges are set on the basis of the LA suggested rates and may include a partial subsidy from the school's budget. The conditions of hiring and booking will be laid down in a contract between both parties.

Persons hiring any part of the school premises will be asked to produce their public liability insurance, and company registration number, as appropriate, and copies will be taken for school records.

If additional curriculum enhancing activities (such as dance lessons, or music tuition) that are of benefit to the children take place while the school is open, and therefore do not incur any additional charge to the school, then the school may let the premises (or any part of them) free of charge.

Similarly, the Governors may wish to waive charges to charitable community bodies if the letting does not incur additional charges on the school.

4. Charges for services

A charge is levied should parents request a passport verification service by the Head Teacher or Deputy Head Teacher. Charges for photocopier, telephone and fax facilities are as follows-

Black and White photocopy - 10p

Colour photocopy - 50p

Fax transmission - 50p

Local Telephone Calls- 50p

Passport Verification - £5 single, £10 family

5. Arrangements for part of full remissions of charges

The governing body may provide financial support from the school budget, school fund or external grants for those families unable to meet the full cost of voluntary contributions or charges on application to the headteacher. The finance committee will be informed in general terms of the total provided for each activity.

The governing body support the development of all community groups use of the school through a flexible charging approach. This may include offering reduced rates for up to one month in order to assist a new group and would be negotiated with the headteacher (see letting of premises).