



**RICHMOND METHODIST PRIMARY SCHOOL
CHARGING POLICY**

The Nov.2012 policy was reviewed on the 7th March 2016 by the Finance & Personnel committee and approval given to the revised charging policy.

Document Status			
Date of Next Review	November 15	Responsibility	<i>Finance & personnel Committee</i>
Success Criteria for review completion	Annually	Responsibility	<i>(Chair)</i>
Date of Policy Creation Jan 2012	Adopted NYCC written model	Responsibility	<i>Chair of Finance & personnel committee</i>
Date of Policy Adoption by Governing Body 07/03/16 this ratified at FGB 14/3/16		Signed	
Method of Communication (e.g Website, Noticeboard, etc)			

Charges for School Activities

Legislation, arising from the Education Reform Act 1988 and which came into force on April 1st 1989, specifying that all Education be provided free of charge, has required that each LEA, Governing Body and School revise and publicise to parents, its policy on charging for school activities.

The Governing Body of this school intend following the North Yorkshire Education Authority guidelines which state that:-

- a) The full cost of board and lodgings on any residential visit will be charged.

- b) The full cost will be charged for activities taking place wholly or mainly outside school hours (but which are not part of the National Curriculum provision or Religious Education).
- c) Charges may be made for teaching either an individual pupil or pupils in a group of up to four, to play musical instruments, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.
- d) A charge may be made for the entry fee for a public examination other than one prescribed by the Secretary of State.

HOWEVER,

- a) Charges for board and lodgings on residential visits to LA Venues will wholly or mainly within school hours will be remitted for pupils whose parents are in receipt of Income Support or Working Families Tax Credit.
- b) Charges for musical instrument tuition through the County Music Service will be remitted for pupils whose parents are in receipt of Income Support. Pupils whose parents are receiving Family Credit are eligible for remission of 50% of the charge. There is also a sibling discount of £5.00 per term for the second pupil and £10.00 per term for the third and subsequent pupils.

If the LA recognizes a public examination not prescribed by the Secretary of State, then no charge will be made.

Thus, for Educational Visits organized by Class Teacher / School:

No charges will be levied for any transport costs involved on either day or residential visits, but charges will be levied for board and lodgings (accommodation) on any residential visit within school hours, e.g. Monday – Friday in term time.

However, voluntary contributions will be required from parents to cover costs of transport, entrance fees, extra adult supervision, insurance etc and it will be made clear in each letter of information that:-

- a) These are voluntary payments.
- b) No child will be excluded by parents' refusal to contribute.
- c) Unless substantial contributions are received, the activity cannot take place.
- d) Any support from School Funds will be itemized.

Extra information for Staff

Residential visits, wholly or mainly out of school times:

If these can be specified as to fulfil statutory duties to the National Curriculum, imposed by section 10(2) of the 1988 Act, then no charge can be levied, save for the cost of accommodation. As outlined above, voluntary contributions can be required to cover the other costs.

If, however, these can be classed as optional extras, and are not curriculum based where parents have a clear choice for their child to participate or not, then a charge may be levied and include an appropriate element for:-

- a) accommodation
- b) travel
- c) entrance fees
- d) extra adult supervision
- e) insurance

Question: How do we decide yes/no National Curriculum when this type of visit is a culmination of work done in the classroom?

Answer: a) To fulfil any requirements specified in the syllabus for a prescribed public examination, or
b) Specifically to fulfil statutory duties in relation to the National Curriculum, imposed by section 10(2) of the 1988 Act or
c) Specifically to fulfil statutory duties relating to Religious Education imposed by section 10(1)(b).

Residential Visits within school time

- a) Leave of absence for pupils and teachers accompanying pupils must be obtained from the Governing Body.
- b) The purpose of the visit must be defined as educational, e.g. field trip, and not as a holiday, e.g. skiing trip.
- c) Parents need to be advised as far in advance as possible, together with estimated costs involved (include VAT as it can no longer be claimed from County Hall) if available, of any proposed residential visits (and also any projected day visits).

Wrap Around Care facility

With effect from 1/9/2012 the following points will be added into the WAC contract

- a) Charges for absence will apply in case of child's illness
- b) Charges will apply for holidays in term time
- c) Payment of fees are 1 month in advance and must be paid by 7th of the following month.
- d) A late payment charge of 20% of the balance will be added if not paid by the 7th of the following month.
- e) Termination of contract – 4 weeks' notice / full fee in lieu of notice.
- f) Exclusion from the Breakfast and After School club for non payment of fees without approaching the School with a query or request for financial help is the final sanction.

If you have a query or are having difficulty in paying your fees please contact the school office.

By submitting this contract you are committing to a formal agreement. If you wish to withdraw you must give one month's notice.

