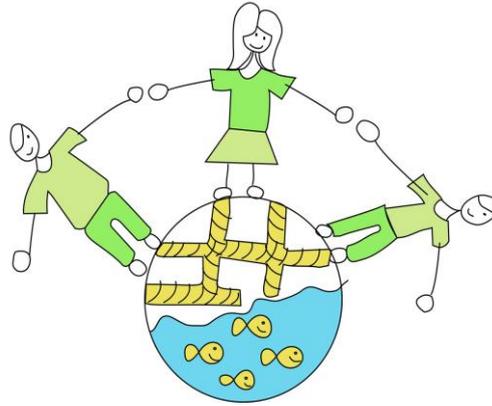


Bridport Primary School



Charging Policy

Governors' Committee responsible:	Finance
Link Senior Leader responsible:	Debbie Brown
Date reviewed:	11/05/17
Next review date:	May 2018

'Believing in a world of possibilities'

Bridport Primary School Charging Policy

Charges for School Activities

The Education Reform Act 1988 clarifies the activities for which charges can be made or voluntary contributions sought.

The Act gives Local Authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours, and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

The Governors will operate the following policy on charges and contributions for school activities where such activities involve additional expenditure.

Charges

Charges will be made in the following circumstances allowed by the Act:

- (a) The provision of music tuition given to pupils as individuals or in groups of up to four **except** where it is given to fulfil:
 - statutory duties relating to the National Curriculum or
 - requirements specified in the syllabus for a public exam.
- (b) Activities which take place wholly or mainly outside school hours and which are not a statutory part of the National Curriculum: eg the residential part of the cost of the visit

Families receiving Income Support or Working Family Tax Credit will be exempt from board and lodging charges on provision of the appropriate evidence.
- (c) After school Clubs that are run by an external provider (eg. Teamtheme)
- (d) Breakfast Club

Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, eg outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the following applies:

- (i) there is no obligation to contribute
- (ii) pupils will not be treated differently according to whether or not their parents have made a contribution
- (iii) the proposed activity may not take place unless a substantial majority of parents contribute (where this is appropriate)
- (iv) a suggested amount for a contribution to cover costs.

Examples of activities when the school will ask for Voluntary Contributions are:

- Sewing
- Cookery
- Swimming
- School Trips
- Visitors and performers coming in to the school
- Staffing and Activities within a residential visit

Remission

It is the policy of the Governing Body:

- to remit charges for school activities to parents in receipt of income support and working family tax credit who are unable to give a donation
- to look at individual cases where other parents are unable to give a donation
- to delegate to the Head Teacher the authority to cover deficits of up to £300 for any single activity.

Other Charges

Private Photocopying/Telephone Calls

The Governors should agree a suggested donation for private photocopying and telephone calls. These suggested donations are reviewed by the school.

Income from Sales - Profit Making

Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, PTA or other charity. Goods in this category include school uniforms, photographs, bring and buy items, etc which may be subject to VAT.

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

Income from Lettings

The Environment Committee annually review and set charges made for use of school premises. The charges include actual caretaking costs, insurance and a premises charge.

The Environment Committee will endeavour to avoid charging the PTA for its activities in the school.

See Lettings Policy for further details.

Responsibilities

Authority for day-to-day management of the policy is delegated to the Headteacher who will determine the costs of activities other than those set by the Governors.

All charges should include a reasonable element for overheads like electricity, heating, caretaker's overtime, etc.

This Charging Policy is reviewed annually by the Finance Committee of the Governing Body.