



**Mesne Lea
Primary School**

Working together for individual excellence

Policy for Charging

Authorised by	Governing Body
Date of authorisation	February 2016
Review date	February 2021
Equality Impact Assessed	Model Policies EIA by Salford LA

Charges for School Activities

The Education Act 1996 outlines the activities for which charges can be made or voluntary contributions sought. The Charges for Music Tuition Regulations 2007 provide further advice in respect of charges in this area.

The Education Act 1996 gives 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. No charge may be made for education during school hours.

School hours do not include the lunch break and are:

EYFS		KS1 & KS2
Morning	8.55 am – 11.30 am	8.55am - 12.00 noon
Afternoon	12.30 pm - 3.30 pm	1.00 pm – 3.30 pm

The Governors will operate the following policy on charges and voluntary contributions;

The school will charge in the following circumstances allowed by the Act:

Music Tuition – although the law states that all education provided during school hours must be free, music is an exception to this.

A charge will be made for the provision of music or vocal tuition given to pupils as individuals or in groups of an appropriate size during the school day at the request of the parent/carer, except where it is given to fulfil:

- statutory duties relating to the National Curriculum or
- requirements specified in the syllabus for a public exam

Pupils are charged a fee, payable in instalments, to cover the cost of tutors bought in through MAPAS. Charges are available on request. Pupils may loan an instrument, free of charge, subject to a loan agreement, through MAPAS. Some children are supported with this through Pupil Premium.

Charges for Looked After Children

Charges may be wholly or partly waived for Looked After Children. Decisions about such reductions will be made on an individual basis.

Materials

Ingredients and materials for cooking and CDT (Craft, Design and Technology):

- School will cover the costs of expenses for reasonable costs incurred in the delivery of these subjects.

Residential Trips

Any charge made in respect of a school trip will be set to recover the cost of the trip only; it will include no profit or provision for recovery from non-payment.

Parents will be notified at the outset what the policy for allocating places on school trips will be.

Term-Time

Where a residential trip takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made for the education or for the cost of the travel.

Charges will be made for board and lodging, though exceptions may be made for pupils who receive Pupil Premium.

Outside Term-Time

A charge will be made for a trip held outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, and not part of religious education.

Charges may be made for all of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.

Pupil Premium may be used to support these.

Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, e.g. 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 terms of the request will clearly state:

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

Remission

It is the policy of the Governing Body:

- to remit charges for school activities to parents in receipt of income support who have been unable to give a donation except for residential trips deemed to be 'outside school-time' which will be assessed on an individual basis
- to look at individual cases where parents/carers have been unable to give a donation
- to look at individual cases where parents/carers are unable to make payment for music tuition
- to ensure, that if sufficient funds are unavailable, then shortfalls will be met from School Fund.

Non-Payment of Chargeable Activities

The Governing Body reserve the right to cease chargeable provision to an individual pupil where payment is not made without the parent/carer advising of difficulty in payment in line with the schools remissions policy.

Other Charges

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. 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

A separate policy is in place for letting of school premises. The Finance Committee annually reviews and sets charges made for use of school premises. The charges include actual caretaking costs and a premises charge.

Equipment

Pupils will be provided with the essentials needed for their lessons. Reading folders, PE bags and ties can be purchased from local suppliers, or supermarket chains.

Milk

Pupils aged five and above are charged for milk. Charges are set by the Local Authority and are subsidised by the EC.

School Lunches

Pupils who wish to eat a school dinner pay the relevant charges set by Citywide, unless they fall into one of the categories detailed in the 'Free School Meals Guide.' In brief: asylum seekers, families in receipt of Income Support, Job-seeker's Allowance or State Pension Credit are entitled to receive free school meals upon application and proof of status. Meals must be paid for by a Monday by 9.00am for the full week ahead, in advance of consumption.

Universal Free School Meals will be provided for Reception, Year 1 and Year 2 children. These meals are Government funded.

Policy Review

Mesne Lea School encourages discussion and reflection from staff, parents and pupils and this policy will subsequently be regularly reviewed.