



CHARGING POLICY

Our Vision:

To ensure that every child receives the highest quality education that is engaging, enriching and inclusive, in an environment that works hard to develop, support and care for all its members,

with people that foster mutual respect and encouragement

in accordance with

Christian Values.

Education during normal school hours is free of any charge to parents. However there are educationally valuable activities that are dependant on financial contributions from parents, that otherwise the school would find quite impossible to provide. The Education Act permits charges to be made to parents for certain defined activities, and that in some circumstances these charges can be reduced or waived for some pupils.

The Governors of Mitcheldean endowed Primary School have decided that until further notice, it's charging policy will be:

- 1 Voluntary contributions will be invited for day visits in school time (such as swimming, museum visit, etc). For visits outside school time parents will be charged all allowable costs. If a payment of these contributions will result in severe financial difficulties for a family the Head Teacher and Chairman of the Governing Body may reduce or waive these charges. However, the school has only limited resources and it may be the case that a visit will not go ahead if there are insufficient voluntary contributions for it to be financed. Parents will be made aware of this when a visit is planned.

The school will subsidise any trip up to the cost of the number of children who are in receipt of Pupil Premium on that visit. For example if a trip cost £10 per head and three children in that class were Pupil Premium, school would subsidise to £30, regardless of whether it was the parents of Pupil Premium children unwilling to pay or others. It was also agreed that parents could make a contribution towards a trip, or pay over a period of time, if that was more convenient.

Under new government guidelines, individual reminders are not sent to parents. However, parents are invited to check with the office if they are unsure whether they have paid or not.

- 2 For residential visits parents will be charged the full cost of board and lodging, and for any other allowable costs, voluntary contributions will be invited (as

above). No charge for board and lodgings will be made for children whose parents are receiving the following benefits:

- Income Support(IS)
- Income Based Job Seekers Allowance(IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child tax Credit, providing that Working Tax Credit is not also received and the family's income (as Assess by her Majesty's revenue and customs) does not exceed £15 575 (Financial year 2008/2009)
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27th October 2008

There would be an expectation that where parents are exempt from paying, they would apply for a bursary where one is available.

Before any educational day or long stay visits, a letter will be sent home with details of cost and a summary of the charging policy. A return slip will indicate parents willingness to pay.

- 3 Musical Instrument Hire is charged when parents hire instruments from the County Music Department. The charge is waived for children whose parents are in receipt of Income Support or Family Credit. Tuition fees are also charged on a termly basis. Parents who are in receipt of Income Support or Family Credit can apply for a bursary. Reminders for these payments can be sent.

Calculations for tuition are worked out on the number of children taking tuition for a whole academic year. Refunds are not given and tuition payments for the full year must be paid even if a child drops out. Instruments can be returned at any time. N.B. payments of more than £10 in cash must be paid directly by parents to the school secretary not via the child.

Guitar lessons are organised on behalf of parents but payment is made directly to the tutor.

- 4 A charge can be requested for classroom materials and other items/visitors that benefit the children, e.g. clay, cookery items, by way of a voluntary contribution but children cannot be excluded from the activity if their parents decline to pay.
- 5 Lettings may be permissible and will be considered on the merit and practicality of each applicant by the Governing Body.
- 6 Private photocopying will incur a charge in line with the cost to the school for members of staff. Copying for parents and other members of the public should be discouraged as it eats into valuable time for the school administration team.
- 7 Staff may make a short, essential telephone call if circumstances prevent them making it in their own time, bearing in mind that they do make school calls from their own phones.
- 8 The school may make charges for breakages and damage to school property.

9 Swimming Lessons

Swimming lessons that are part of the curriculum would not be able to take place without contributions from parents. These contributions are voluntary and as in other cases no child would be excluded if parents declined to pay but the school would be placed under great financial pressure if these contributions were not forthcoming.

Parents/Guardians are asked to speak discretely to the Head teacher if they are experiencing financial hardship so that the school is properly able to calculate costs of all activities including any subsidies for those in difficulty.