



# Merryhills Primary School

## Charging Policy

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the guidance detailed in Governance Handbook November 2015 and the Department for Education Charging for School Activities October 2014

In accordance with these guidelines Merryhills School:

- Will not charge for books, materials, equipment and transport provided during school hours by the Local Authority (LA) or by the school to carry pupils between the school and an activity.
- Will not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils or pupils in groups of up to four.
- May charge for school-time activities/trips by inviting parents and others to make voluntary contributions to enable School funds to go further. Children of parents who do not contribute will not be treated differently from those who do make contributions.
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- Cancellation charges there may be a non-refundable deposit/administrative charge made on residential trips.
- Parents claiming free school meals for their child(ren) are entitled to the Government's Pupil Premium Funding for educational visits/trips. Parents of Pupil Premium children will be asked to make 50% of the voluntary contribution towards any educational visit that is organised by the school.
- May charge for board and lodgings on residential courses. For those parents receiving one or more of the allowances listed below they may be eligible for a reduced rate. Parents will need to meet with the Headteacher to discuss this matter.

### Education partly during school hours

- When the school informs parents about a forthcoming visit, parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:
  - Universal Credit in prescribed circumstances;
  - Income Support (IS);
  - Income Based Jobseekers Allowance (IBJSA);
  - Support under part VI of the Immigration and Asylum Act 1999;
  - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);

- the guarantee element of State Pension Credit;
  - an income related employment and support allowance that was introduced on 27 October 2008.
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- May permit organisations to charge parents when such an organisation is acting independently of the School or the LEA, to arrange an activity to take place during school hours and parents want their children to join in the activity.
  - May charge for activities (optional extras), which happen outside School hours when these activities are not necessary part of the National Curriculum.
  - Charges will be made for children attending either the school's Breakfast Club and/or Teatime Club.
  - Late collection from the Teatime Club will incur a charge of £1.00 per minute. If late collection charges are not paid the child's place would not be renewed for the next term.
  - Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.
  - A charge will be made for photocopying of school records. The amount will be 10p per copy plus £25.00 per hour administration fee.
  - The Governors will review the lettings charges levied by the school on an annual basis in line with LA guidance.

This policy will be reviewed annually by the Governors.

Reviewed by the Governing Body May 2016