

Hunsley Primary

Charging Policy

This policy is applicable to Hunsley Primary

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| <p>Name of Responsible Committee/Individual:</p> | Hunsley Primary Local Governing Body |
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| <p>Target Audience:</p> | All Staff, Parents, Pupils, Community Users, Key Stakeholders |

Charging Policy

Policy Contents

Policy Statement

1. Purpose and Scope
2. Roles and Responsibilities
3. Equality and Diversity
4. Vision, Values and Ethos
5. Systems and procedures
6. Monitoring of compliance with and effectiveness of the policy
7. Review

Policy Statement

This policy outlines the principles and values underpinning the expectations of Hunsley Primary regarding charging.

1. Purpose and Scope

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body to:

- Make a broad programme of activities and educational visits accessible to as many pupils as possible
- Establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by charges

The Governing Body also recognises that there is a clear distinction in charging between curricular and non-curricular activities.

2. Roles and Responsibilities

Head of Hunsley Primary

It is the responsibility of the Head of Hunsley Primary to ensure that all staff in school have access to and understand the policy.

Governing Body

It is the responsibility of the Governing Body to ensure that there is a policy in place and that the policy is reviewed according to the policy review cycle.

3. Equality and Diversity

Hunsley Primary is committed to:

- Eliminating discrimination and promoting equality and diversity in its policies, procedures and guidelines
- Delivering high quality teaching and services that meet the diverse needs of its pupil population and its workforce, ensuring that no individual or group is disadvantaged

4. Vision, Values and Ethos

Vision: Our Commitment

Hunsley Primary is committed to being an innovative, stimulating, forward-thinking free school that makes the most of its freedoms to impact positively on pupils' lives in the community and provide opportunities for all its children to make outstanding progress. Hunsley Primary children are capable, confident and creative thinkers and motivated, resilient, problem-solving learners. In particular, the school is committed to developing pupils as mathematicians and scientists.

Values: Our Children

At Hunsley Primary, we believe that every child is an individual, ready, able and eager to learn, and as such a member of the team. We are a fully inclusive school and we view every child as unique; we believe that all learning activities should be personalised and challenging to meet all pupils' needs and that every child should receive the care, guidance, nurture and robust support they need to overcome disadvantage or barriers to learning. It is our prime aim that all children make their best progress in an enabling learning environment, in the presence of their peers and the security of positive relationships with those around them. Our highly-trained expert classroom practitioners, from teachers, TAs, volunteers to associate Trust staff, ensure that all children have the chance to work, discuss and learn with professionals who are passionate about education.

By ensuring our children become responsible for directing, sustaining and reviewing their own learning, taking responsibility for critiquing their own and each other's work and for setting ambitious challenges, we aim to embed an understanding of the importance of refining work to its best point so that children feel a sense of high achievement as a result of the feedback they receive.

By maximising the benefits of our close relationship with South Hunsley School and Sixth Form College and its subject specialists, we aim to secure a continuum of learning and a depth of conceptual understanding necessary for excellent progress in all curriculum areas, leading to the highest achievement at Key Stage 2, GCSE and A Level and, in due course, access to the most aspirational HE institutions, courses and professions for all children.

Ethos: Our Teaching and Learning Rationale

Engagement, Enjoyment, Discovery, Reflection, Achievement

Our aim is to deliver teaching and learning which meets the needs of every single pupil in school, basing our planning on rigorous assessment and observation, mapping out challenging, supportive next steps. We plan our curriculum activities and our personalised teaching and learning approach to match the following rationale:

- Flexible, personalised timeframes for learning, based on excellent pupil-centred teaching – teachers highly conversant in the complexities and specialisms of their practice
- Real learning themes and deep-thinking investigations, which prepare our pupils for 21st Century living and engage them in learning with enjoyment and passion
- Inspirational and challenging learning activities, which have the principles of scientific enquiry and investigation ('working scientifically') at their core, generating a lifelong love of learning, enquiry and discovery and a systematic means of approaching challenging and new tasks
- A union of partnerships with cross-phase, multi-agency and multi-disciplinary expertise for planning, delivery, monitoring and review, to ensure each child has every opportunity to build successfully on their learning from 4 to 19, removing barriers to engagement and development
- Pupil resilience, independence, confidence and readiness to meet the rigours of education, through to university and beyond, and the demands of living and working in a rapidly-changing technological world
- Innovative, immersive and inclusive learning resources, combining the best of expert input, outdoor, hands-on, experiential learning and digital interfaces, to give pupils every opportunity to aspire to their full potential.

5. Systems and procedures

a) Events and Activities which are designated 'Curricular':

Curriculum trips and activities

The Policy ensures that no charge is levied for any activities which form a part of a prescribed examination syllabus or are in fulfilment of National Curriculum requirements.

Contributions may be requested for trips and activities which take place mainly within school hours.

No child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.

Pupils who are entitled to free school meals may pick up a packed lunch from the catering team before setting out on the trip.

The cost of trips and visits that take place mainly out of school hours are to be met by pupils and parents / carers and this includes board, lodging and travel costs, subject to statutory exceptions.

Residential Trips Board and Lodgings:

A charge will be levied for all board and lodging costs on residential visits, except where pupils are entitled to statutory remission (see section on Statutory Remission).

The governors will assist with charges for board and lodging for pupils whose parents are in receipt of income support or family credit where the activity takes place in school hours, or if it is out of school hours but is:

- a National Curriculum requirement
- to fulfil statutory duties relating to religious education

Use of the school minibus for purposes other than school business is strictly prohibited due to insurance restrictions. Any insurance costs will be included in charges for trips and activities.

General Lesson Costs

A charge may be levied in the following circumstances:

To levy a charge in practical subjects, for full or partial cost of materials and ingredients if parents have indicated in advance that they wish to own the finished product, e.g. in practical subjects such as Design Technology (Food).

Library Charges – where applicable

To levy a charge for overdue library books. At present this is 2p per book per day up to a max of 50p. Audio books, CDs and DVDs are charged at 2p per day up to a max of £1, Pro Desk Top is charged at 2p per day up to a max £1 (charges made to borrower).

Weekends and school holidays are not chargeable.

Absences due to illness are not charged for but borrowers must inform library staff if this is the case.

Missing books will be charged in full.

Books and Equipment

To levy a small charge for lost exercise books or damaged equipment. Text books which are issued to pupils and may be taken home are the responsibility of pupils who will be charged for any loss or damage.

Music Service Tuition - Key Stage 2

To require parents/carers to make a contribution of £50 per term per instrument towards the cost of instrumental tuition by teachers of the Schools' Music Service. The cost of receiving music tuition lessons is heavily subsidised by Hunsley Primary and payment must be received in advance of the start of each term.

A full term's notice is required to cancel music tuition lessons, for example if your child wants to end lessons in the summer term then you must notify school at the beginning of the spring term otherwise you will be charged for the full summer term.

Freedom of Information

Information published on our website is free, although you may incur costs from your internet service provider when downloading information.

If you do not have internet access, you can access our website using a local library or an internet café.

Single copies of information are provided free unless stated otherwise in Section 6 of Hunsley Trust's Freedom of Information Act Publication Scheme.

If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

All charges will be fair and reasonable.

Private Copying

The school makes charges for personal photocopying and printing.

A4 white single sided = 5p

A4 coloured single sided = 25p

A4 white double sided = 7p

A4 coloured double sided = 35p

A3 white single sided = 10p

A3 coloured single sided = 50p

A3 white double sided = 14p

A3 coloured double sided = 70p

The school makes additional charges for different paper types.

A4 coloured paper = 2p

A4 coloured card = 4p

Binding = 40p

Laminating – per sheet = 20p

These costs all include VAT at the current rate. Income raised from this is used to reimburse the relevant expenditure account

b) Events and Activities which are designated non-curricular

To levy a charge as an optional extra for trips which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination (e.g. end of Key Stage 2 tests).

The school reserves the right to cancel the trip if there are insufficient pupils to make the trip viable. In these circumstances a full refund will be given.

Any insurance costs will be included in the charges for the trips and activities.

If a pupil withdraws from a trip and a replacement cannot be found, the deposit may not be refundable.

Payment plans can be put into place to support parents who may find payment in a lump sum difficult and who are not in receipt of any statutory contributions.

School Property

To charge parents for damages to or loss of school property caused wilfully or neglectfully by their children. Damage to school property will be charged as follows:

No charge made for accidental damage

50% of cost of repair or replacement will be charged where a pupil has caused damage to school property in an accident caused by a transgression against school rules.

100% of cost of repair or replacement will be charged where the damage to school property is wilful and deliberate.

Private Lettings

To charge for private lettings using the scale of charges as set out for directed community use of school premises by the Local Authority, to include VAT where appropriate. Discretion can be allowed at the Director of Finance's discretion.

c) Statutory Remission

Statutory remission is given to those parents who are in receipt of:

- Income Support
- Income Based Job Seekers Allowance
Support under Part vi of the Immigration and Asylum Act 1999
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income that does not exceed the yearly Inland Revenue assessed threshold)
- Guarantee element of State Pension Credit

In cases where charges are to be levied, parents will be advised in advance and any monies collected prior to the activity.

Requests for statutory remission should be made to the Head of Hunsley Primary and complete confidence will be observed in every case.

6. Monitoring of compliance with and effectiveness of the policy

The **Local Board of Governors** is responsible for the final approval of this policy and procedure and for ensuring that this policy and procedure is implemented fairly, consistently and objectively.

The **Head of Hunsley Primary** is responsible for overseeing the introduction, implementation, monitoring and review of this policy.

7. Review

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.