



Heatherside Infant School – Financial Contributions (Charging Policy)

POLICY TYPE	REVIEWED BY	APPROVED	REVIEW CYCLE	NEXT REVIEW
Finance	Resources Committee	Spring 2017	3 Years	Spring 2020

This document should be read in conjunction with the Educational Visits Policy.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

Responsibilities

The Education Reform Act 1996 requires the Governing Body to:

"... determine and keep under review a policy with respect to the provision of, and the classes or descriptions of cases in which they propose to make charges Section 455 ...".

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered by the Headteacher.

Principles of the Policy

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

The underlying principle is that education provided by any maintained school for its children or young people should be free of charge if it takes place wholly or mainly during school hours.

However a provision was allowed for making voluntary contributions to allow schools to continue with their visits or ventures during school hours/sessions.

Charges will be made for

- Any materials, books, instruments, equipment, where the child's parent/guardian wishes them to own the item.
- Music tuition outside the National Curriculum for individuals or groups.
- For practical subjects material will be provided but parents/guardian may be charged if they wish to own the finished product or parent may contribute material in kind.
- For careless or wilful damage to school property.

Parents will be charged no more than the cost of the item.

Voluntary Contributions

- The Governing Body of Heatherside Infant School have agreed that requests for voluntary contributions will be made for visits or activities.
- The contributions asked for will not exceed the actual cost incurred.
- The Headteacher will recommend an amount of contribution to be made.
- The school cannot:
 - insist that this amount is paid &
 - cannot prevent a child from taking part if the contribution is not paid fully or at all
- The School will explain to parents that if sufficient contributions are not made, the trip or activity will not be possible and will have to be cancelled

Financing

The school will establish that the visit or venture represents value for money:

- the costs are reasonable
- it is within the scope of the majority of families
- a voluntary contribution asked for or some form of alternative funding established

Remissions or help with charges

The school will support children who have genuine financial hardships. Children of parents who do not contribute will not be treated any differently.

Charging for Adults on School Visits

The Governors of Heatherside Infant School have decided that with regard to visits away from the school site, the recommended Hampshire adult/child ratio of 1:8 is too high and have reduced it to 1:4.

If other adults/leaders are taken beyond this ratio, they should not be directly or indirectly subsidised by the parents of the group involved. This does not preclude a leader job-share being arranged, so that part payment is agreed on a voluntary basis.

Any free places offered by a commercial company should be taken by those qualified leaders who are directly contributing to the leader-young person ratios. This cannot be 'added on' when determining costs, i.e. both free places and staff contributions by parents.

Standard financial operating procedures

The school follows Hampshire County Council's advice on operating visits and ventures, such as

- retaining financial records
- collection of monies and prompt banking
- establishment of record keeping
- pocket money
- payment
- incidental expenses
- certification by the head of establishment