



A Co-operative Academy

Rickley Park Primary School Charging Policy 2016 - 2017

1. Introduction

The charging policy has been compiled in line with DFE requirements and in accordance with s457 of the Education Act, 1996.

2. School Visits

2.1 Day Visits

No charge will be levied in respect of day visits that take place mainly (over 50%) or wholly during school hours and are an essential part of the curriculum. (But also refer to section 8: Voluntary Contributions)

2.2 Day Visits (Outside School Hours or optional)

A charge will be levied for all non-residential activities which take place mainly (over 50%) or wholly outside school hours, or which are optional and do not constitute an essential part of the curriculum, where the child's participation has been agreed in advance by parents. The charge will include the following costs (where appropriate): travel, entrance fees, insurance, books and equipment, and any staff (teaching or non-teaching) engaged specifically for the activity.

2.3 Residential Visits

If the amount of school time on the visit is less than 50% of the total time of the visit, a charge will be levied for the full cost of the visit (to include the costs outlined in 2.2). If the amount of school time on the visit is more than 50% of the total time of the visit, a charge will be levied for board and lodging only.

3. Services Provided by Outside Providers

3.1 After School Clubs

Since After School Clubs are not a necessary part of the National Curriculum, and where they are provided by outside providers at a cost to the school, parents will be asked to make payment in full, and in advance, for these activities.

3.2 Hot School Meals

3.2.1 These are provided by an outside provider and, therefore, parents will be asked to make payment in full, and in advance, for this service.

3.2.2 Parents whose children are eligible for Pupil Premium funding must ensure that they complete the appropriate form, and show proof of entitlement, at the school office and wait for confirmation from the Local Authority before claiming free school meals for their child (Year 3-6 only). If this process is not followed it may result in a parent being charged for the meals they have ordered. In cases of a new arrival to the school, or a change in circumstances, the parent should speak to the Headteacher immediately to ensure that meals can be provided straight away if there is an entitlement.

4. Music Tuition

4.1 The school levies a charge in respect of individual music tuition, and group music tuition, if the teaching is not an essential part of the National Curriculum followed by the pupil.

4.2 As Music Tuition is provided by an external provider (Milton Keynes Music Co-operative) a charge will be levied in respect of examination entries.

4.3 Where instrumental tuition is offered, even during school hours, parents are normally expected to provide the musical instrument. The School, and Milton Keynes Music Service, does have a limited number of instruments which it can hire to parents – for an additional charge.

4.4 It is recommended that all instruments are insured through parents own house contents insurance policy.

4.5 Agreed Music Tuition Charges for 2016 – 2017

£85 per term

£5 per term - Instrument Hire

5. Art / Design Technology (inc. Cookery)

Where the parent has indicated in advance that they wish to retain the items produced by their child as a result of Art or Design Technology (including cookery), a charge may be levied for the cost of the materials used. The school will send home a letter as appropriate.

6. School Equipment (including ICT)

6.1 Where School owned equipment is assigned to pupils to use at home no charge will be levied (But also refer to section 8: Voluntary Contributions).

6.2 It is recommended that any school equipment assigned to pupils at home is insured through parents own house contents insurance policy.

7. Damage to Property / Loss

7.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment or resources), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

7.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment or resources) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

8. Voluntary Contributions

Where the school cannot levy charges, and it is not possible to fund these additional activities / equipment from within the resources ordinarily available to the school, the school may invite parents to make a contribution towards the cost of the activity / equipment. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the invitation. However, where there are insufficient voluntary contributions to make an activity possible, then it will be cancelled.

For 2016/17, the governors have set the viability threshold for voluntary contributions at xx%.

9. Lettings (please also refer to the Letting Agreement)

9.1 The school encourages links and liaison with the local community and welcomes its premises being used after the school day or at other times by groups which directly or indirectly help create a richer and more diverse environment for pupils and staff.

9.2 Many of the groups which the school would wish to use its facilities generate no income for themselves. Whilst recognising that the school has a statutory duty to ensure that it does not suffer a net loss in letting out facilities, the Governors believe that the school should seek to set any scale charges at a reasonable level that is not unduly onerous for those organisations within the community which operate on a voluntary basis.

9.3 The Governors delegate responsibility for deciding whether charges should be waived, to the Head Teacher and/or Business Manager who will exercise their judgment in line with the broad criteria in 9.1. All other lettings will be administered according to the scale of charges approved by the Governors on an annual basis (see 9.5).

9.4 Whilst the school encourages a wide variety of activities to take place on the premises, the Governors reserve the right to refuse a letting if the nature of the event proposed is likely to create tension in the school or local community or is in any other way seen to be divisive.

9.5 Agreed Letting Charges for 2016 – 2017

Astroturf (Half Pitch)	£30 per hour*
Astroturf (Full Pitch)	£60 per hour*
School Hall	£40 per hour*
Young Ones Childcare	£125 per week

** In all instances a surcharge of 30% will apply for the use of facilities on a Sunday.*

10. Other Charges

The Headteacher, Finance and Premises Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

11. Remissions Policy

11.1 If a parent of a child is in receipt of Income Support, Income Based Job Seekers' Allowance, support under Part VI of the Immigration and Asylum Act 1999, the guarantee element of State Pension Credit or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an Annual Income, as assessed by the Inland Revenue, that does not exceed £16,190), charges in respect of board and lodging will be remitted in full.

11.2 The Headteacher, Finance and Premises Committee or Governing Body may remit in full, or part, charges in respect of a pupil, if it feels it is reasonable in the circumstances.

11.3 Parents who have difficulty meeting any charges should discuss the matter, in confidence, with the headteacher.