Principles

1. That education in schools should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
3. That there is no statutory requirement to charge for any form of education, but that schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. The school has the right to invite voluntary contributions for the benefit of the school, or in support of any activity organized by the school, whether during or outside school hours.

The school recognizes that there are a number of activities which will only take place if parental contributions are available but it stresses that no child will be excluded from any activity organized by the school because of the inability or unwillingness of their parents to pay such a contribution.

1. Optional visits wholly or mainly outside school hours.

It is the intention of the school to charge the full cost of visits which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges, meals and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs, where a separate contract is issued.

The visit will proceed only if all those who wish to go pay the full costs.

2. Visits wholly or mainly during school hours.

It is the intention of the school to invite voluntary contributions toward the cost of visits which take place wholly or mainly during school hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs.

The visit will usually proceed only if all those who wish to go are willing to make a voluntary contribution. On some occasions money will be contributed towards the cost of the trip from Private Funds to reduce the overall cost and to cover the cost for those parents who wish their child to go but are unable or unwilling to make a voluntary contribution. The situation regarding this will be made clear in the initial letter sent to parents.

3. Board and lodging charges on residential visits.

It is the intention of the school to charge the full cost of board and lodging on visits taking place wholly or mainly during school hours, or if out of school hours, provided as part of the syllabus for a prescribed public examination or required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

Where the parents are in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £14,155), support under part VI of the Immigration and Asylum Act 1999,

guarantee element of State Pension Credit or disability working allowance, the board and lodging charges must be remitted, and this cost will have to be met from within the school's funds i.e., for educational activities the subsidy may come from the delegated budget; for social activities the subsidy may come from private funds (these can also be used for education activities).

The costs of transport, insurance, admission charges, etc. incurred during residential trips may not, however, be charged, although voluntary contributions may, of course, be requested and could become a necessary prerequisite for the visit taking place. This may lead to certain visits becoming unviable.

4. Individual tuition in the playing of a musical instrument.
It is not the intention of the school to charge for such tuition where it is provided by Nanpean schools' staff, whether in or out of school hours. However where tuition or ensemble activities are provided by external agencies and peripatetic teachers a charge will be made to pupils concerned.

5. Entry to examinations which are not prescribed in regulations issued by the Secretary of State.
It is the intention of the LEA to charge the full cost of the entry.

6. Charges for ingredients, materials and equipment.
The school is prepared to provide any ingredients, materials, equipment needed for the delivery of the curriculum. Parents who are willing to contribute in cash, or in kind, may be encouraged to do so on a voluntary basis. The school may charge for, or invite parents to supply, ingredients, materials and equipment if parents have indicated in advance a wish to own the finished product.

7. Charges for breakages and fines.
Nanpean School will ask parents to pay for damage to equipment or property caused by their child where this is caused by deliberate misuse or where inappropriate behaviour or not complying with the school rules has lead to such damage. Parents will not be asked to pay for accidental damage. Parents will however be asked to pay for the replacement of any school items lost at home whilst on loan from the school. For lost or deliberately damaged library books, the school will charge parents a fee of £2.50 to replace the book.

8. Payment of School Dinners
School dinners can be paid for in advance at the beginning of the week by cash or cheque. Payment must be placed in a named envelope, stating the amount within the envelope for the child to place in their order tickets. Any cheques made to pay for school dinners must be made payable to Chartwells. Any loss of money for school dinners prior to it being received by Chartwells' servery supervisor is the responsibility of the parent.

Any non-payment of school dinners will be reported to the School Secretary, who will inform the child's class teacher. If this debt is not recovered within 7 days, a letter will be sent home to the parent informing them of the debt and requesting payment.

9. Procedure for paying money to the School

Governors request that all money payable to the school exceeding £10 is brought into the school office and handed directly to the School Secretary in a named envelope stating the purpose of the payment, who will then take responsibility for the amount.

For insurance and security purposes it is preferable that any amount exceeding £20 is paid by cheque. We recognise that nowadays not everyone has a cheque book and so will continue to accept cash in limited circumstances.

Any payments, however, must be placed in a named, sealed envelope which details the purpose of the payment. Once the payment has been received by the Office, it will be recorded on a class spreadsheet, detailing payments currently made and any amounts outstanding. Payments will also be recorded on a log kept with all payments made to the school and in the Financial Management System computer program.

On request, Individual receipts will be provided for amounts less than £20 paid to the school.
For payments exceeding £20, you must receive a receipt for this payment from the school office.
In case of any conflicts as to whether payment has been made, if you do not have a receipt for any payments and the school can find no record of a payment for your child, the school does not recognise you as having paid the contested amount and it will remain outstanding.

10. Recovery of unpaid charges.
Sums payable by parents for wasted examination fees, for optional extras to which they had agreed, or for board and lodging, are recoverable as civil debts.

Governors will wish to balance the cost of recovering such charges in this way against the sums involved and will therefore to request payment in advance of all voluntary contributions or permissible charges for board and lodging and trips undertaken outside school hours.

The Governors' Policy.
The school policy on remissions for board and lodging charges in the case of parents in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £14,155), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance reflects the statutory minimum.

Summary of main points.
1. Optional trips wholly or mainly school hours will be charged at full cost.
2. Trips wholly or mainly during school hours may be funded by voluntary contributions. NO child may be excluded from such a trip because the parents are unable or unwilling to pay a voluntary contribution.
3. Board and lodging costs on residential trips will be charged except to those parents in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £14,155),

support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance.
4. Individual tuition in the playing of a musical instrument by a teacher employed by the school in or out of school hours will not be charged for. However where tuition or ensemble activities are provided by external agencies and peripatetic teachers a charge will be made to pupils concerned.
5. Entry to examinations which are not prescribed in regulations issued by the Secretary of State will be charged for.
6. The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish in advance to have the finished product.
7. The school may make charges for breakages and damage to property.
8. Governors may make provision through voluntary contributions for costs incurred by the children or parents who are unable or unwilling to make a voluntary contribution.

Definitions.
The most important definition concerns whether an activity takes places within, or out of, school hours.
If the number of school sessions missed by the pupils is less than 50% of the number of half days taken up by the activity, the activity is deemed to take place outside school hours. If the number of school sessions is 50% or more of the number of half days, the activity is deemed to take place during school hours.

Numbers of half days, or of school sessions, are to be rounded up as follows:
Where 6 or more hours in a half day is spent on a residential visit the whole of that half day counts as having been spent on the visit; where half or more of a school session is devoted to a residential visit the entire session counts as having been spent on the visit.

This policy will be reviewed annually, or more frequently if changes in charging procedures are introduced.

Date written: October 2015

Date Approved: October 2015

Date of Review: October 2016

CHARGING POLICY

MODEL LETTER FOR TRIPS MAINLY OUTSIDE OF SCHOOL TIME

Proposed Visit to ……. Date ……

I am writing to let you know that we are planning a school visit which your child may be involved in. The visit is to the above mentioned place and will take place on the above dates. The estimated cost for each child is £ and this includes the cost of travel, board, admissions and staffing charges.

The Education Act 1996 allows the school to make a charge for this visit as it will take place wholly or mainly outside normal school hours and because it is outside the conditions put in place by this Act namely:

It is not an activity required to fulfil any public examination requirement.
It is not an activity required to fulfil the national curriculum.
It is not an activity required to fulfil religious education.

As the school does not have the funds to cover the cost of travel / admission charges, I must ask all parents to make a payment to cover the costs involved. Should all the parents of pupils wishing to go on the visit be willing to cover these costs, I will be writing to you again with a request for your payment before making firm arrangements. Without financial support, I regret that the visit will not take place.

I would be grateful if you could complete the tear off slip below to indicate your willingness to pay the costs and return it to the school as soon as possible.

Name of Trip & Date

Pupil's name:…….

I am willing/ not willing* to pay in advance a payment of £.. for the above visit.

Signed ……. Dated …….

Please return to Nanpean School by…….. **Delete as appropriate*

Charging Policy-Model letter for requesting voluntary contributions for no residential trips mainly in school time

Proposed Visit to ……. Date ……
I am writing to let you know that we are planning a school visit which your child may be involved in. The visit is to the above mentioned place and will take place on the above dates. The estimated cost for each child is £... and this includes the cost of travel and admissions charges.

The Education Act 1996 allows the school to request a voluntary charge for these costs.

As the school does not have the funds to cover the cost of travel and admission charges, I must ask **all** parents to make a voluntary contribution to cover them. Should all the other parents of pupils wishing to go on the visit be willing to make a voluntary contribution, I will be writing to you again with a request for your contribution before making firm arrangements. Without financial support, I regret that the visit will not take place.

I would be grateful if you could complete the tear off slip below to indicate if you will make a voluntary contribution and return it to the school as soon as possible.

Name of Trip & Date
Pupil's name:…….
I am willing/ not willing* to make a voluntary contribution of £.. to cover the travel and admission costs involved.

Signed ……. Dated …….
Please return to Nanpean School by…….. **Delete as appropriate*

Charging Policy – Model Letter for Residential Trips Mainly in school Time

Proposed Visit to ……. Date ……

I am writing to let you know that we are planning a school visit which your child may be involved in. The visit is to the above mentioned place and will take place on the above dates. The estimated cost for each child is £ and this includes the cost of travel, board and admissions charges.

Section 457 of the Education Act 1996 as amended by section 200 of the Education Act 2002 permits the school to make a charge only for the board and lodgings cost for this visit unless you receive one of these benefits: income support, jobseeker's allowance(income based), child tax credit (but only when the recipient does not receive working tax credit and has an annual income of less than £14155), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance. Should you receive one of these, you may not have to pay the board and lodgings charge and this can be checked after you complete and return the attached tear off slip.

As the school does not have the funds to cover the cost of travel / admission charges, I must ask **all** parents to make a voluntary contribution to cover these costs. Should all the other parents of pupils wishing to go on the visit be willing to cover the costs, involved, including voluntary contributions where appropriate, I will be writing to you again with a request for your contribution before making firm arrangements. Without this financial support, I regret that the visit will not take place.

I would be grateful if you could complete the tear off slip below to indicate your willingness to pay the costs and return it to the school as soon as possible.

Name of Trip & Date

Pupil's name:…….

I am willing/ not willing* to pay in advance the board and lodgings charge of £.. for the above visit.

I am / am not * eligible for remission of the board and lodgings charge.

I am willing / not willing * to make a voluntary contribution of £.. to cover the travel and admission costs involved.

Signed ……. Dated …….

Please return to Nanpean School by…….. **Delete as appropriate*