



Westbury C.E. Junior School

Charging Policy

2014

Sources: charging for school activities
November 2013 DFE
W.J.S. Charging Policy 2006

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1.0 Rationale

At Westbury C.E. Junior school in accordance with the Education reform Act 1988 and Local Authority guidance, it is the policy of the school that for certain activities voluntary contributions/ donations are asked for. This policy describes the parameters for these voluntary contributions.

2.0 Aims

To enable all pupils to maintain the right of free school education and therefore take full advantages of the activities provided by the school, on and off site. It is not the governors and staff intention to exclude any child from any activities where the parents can demonstrate they do not have the ability to pay.

3.0 Charging

Westbury C.E. Junior School will not charge for, but may ask for voluntary contributions for.

- 3.1 An admission application to any state funded school paragraph 1.9 of the "School Admission code 2012" rules out request for financial contributions as any part of the admissions process.
 - 3.2 Education provided during school hours (including the supply of any materials, books instruments or other equipment)
 - 3.3 Education provided outside school hours if it is part of the National Curriculum including such activities as camp which concentrates on team building.
 - 3.4 Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- 4.0 Westbury C.E. Junior School charges for:**
- 4.1 Where a child's parent wishes to purchase items e.g. uniform, school bags or coats.
 - 4.2 Education provided outside of school time that is not part of the National Curriculum or religious education.
 - 4.3 Transport which is not provided by the Local Authority for placement.
 - 4.4 Board and lodgings on a residential trip.
 - 4.5 Community facilities under 5.27 (1) of the education Act 2002 e.g. swimming.

In calculating these costs the school will include materials, equipment ,buildings and accommodation, non-teaching staff, specifically employed teacher to fulfil activities. Finances will not include a contingency for non-payers.

5.0 Voluntary contributions:

- 5.1 There is no legistration describing the need or size of voluntary contribution.
- 5.2 No obligation should be placed upon parents to contribute but if there is not enough 'income' raised then the school will either subsidise or cancel the event.
- 5.3 Therefore contributions will be asked for school trips, swimming, special items that may be brought home e.g cooking.

6.0 School Dinners

- 6.1 The specific circumstances for school dinners at Westbury C.E. Junior School are as follows:
- 6.2 The school will on a regular basis explain the entitlement for free school meals.
- 6.3 For all children if the debt accrued is greater than £44 then the sequence will be instigated
 - Informal reminder by school office
 - Formal reminder by headteacher
 - Interview with headteacher to decide on payment method.
 - Concern sheet raised for possible referral to social care under neglect. (not providing adequate food for their child)

7.0 Uniform

- 7.1 The school holds a stock of brand new and second hand uniforms available for sale and can be ordered.

8.0 Damage

- 8.1 If any damage of school property is done due to carelessness or vandalism then a voluntary contribution will be asked for, set by the head teacher.

9.0 Loss

- 9.1 If school equipment and or books are lost then a voluntary contribution will be asked for, set by the headteacher. E.G. Prefect badge £1.75 Homelink book £2.00.

APPENDIX 1

Westbury C.E. Junior School Process

- Co-ordinating staff will cost activity and then set a voluntary contribution price for parents.
- In a number of cases children will be encouraged to fundraise to subsidise.
- The need for a voluntary contribution will be shared with parents.
- Parents who are experiencing difficulties in paying need to have a discussion with the head who will either look at alternative methods of payment e.g. instalments or look to subsidise or pay completely for the event. The headteacher decisions on this fund are found.
- The following benefits will entitle the child to have their event funded
- Universal credit
- Income support
- Income based jobseekers allowance
- Support under part vi of the immigration and Asylum act 1999
- Child tax credit provided that Working Tax credit is not also received.
- The guarantee element of state pension credit

Once agreed the school will look that it can to request the family by ensuring that this process is confidential