

## **HUTTOFT PRIMARY SCHOOL (Academy)**

### **CHARGING POLICY**

Spring 2017

In accordance with the 1996 Education Act, the Governors of Huttoft Primary School operate the following regulations in relation to charging for school activities.

- All children receive a free school education
- All activities occurring wholly, or mainly during normal teaching time are available to all pupils, regardless of their parent's ability or willingness to help meet the costs.
- All parents may be invited to make a voluntary contribution (donation) towards the cost of their child's activity but there is no obligation to contribute and no pupil will be treated differently because of little or no contribution. The School, however, reserves the right to cancel an activity if contributions are insufficient.

Listed below is a breakdown of activities that Huttoft School offers and how the Governors' Charging Policy affects those activities.

#### **Instrumental Music Tuition**

Instrumental lessons are taught either individually or in groups of between 2 and 4 pupils as an optional, but non-essential, addition to National Curriculum Music. In accordance with Section 451 of the Education Act, 1996 a charge for this teaching can be, and is made. However, parents in receipt of certain Benefit(s) may be eligible for a reduced charge in accordance with the Lincolnshire Education Authority's Remission Scheme for Instrumental Teaching. Parents are advised to contact the Office if they consider they may be eligible.

The charge for 2017/2018 remains at £50.00 per half term, thus the annual total per pupil is £150.00.

## **Instrumental Music Examinations**

Parents to pay these costs in full, as these are neither National Curriculum requirements nor a necessity of the Instrumental Music lessons.

## **Swimming**

- A weekly per capita voluntary contribution or 'donation' is requested to cover the cost of coach travel and admittance to the pool. For 2017/2018 this remains at £4.00.
- Swimming badges/certificates may be purchased through the School. Parents are notified in writing of the amount due and a deadline by when monies should be paid – prior to an order being placed. This gives parents the choice of whether or not to purchase.

## **Extended Provision (Clubs)**

As these take place out of normal school hours, charges can be levied. From April the charge is £2.00 per session for Fun Clubs and Blocked Clubs. The costs go towards non teaching staff extra hours wages, licences/repairs or replacement of resources and equipment, certificates, ingredients etc. The cost of Helping hands is £4.00 per hour. Breakfast Club is £2.50.

## **Visiting Artists**

A specific per capita voluntary contribution or 'donation' is requested in a Newsletter at the time the event is being organised. The calculated amount is based on the cost of the visit divided by the number of eligible pupils.

## **Outings**

A specific per capita voluntary contribution or 'donation' is requested in a Newsletter, at the time the outing is being organised. The calculated amount is based on the cost of the trip divided by the number of eligible pupils.

### **Residential School Journeys**

When this takes place mainly out of normal teaching time, a charge is made. Parents in receipt of certain Benefits, who request a place on the Journey for their child, may be helped financially by the School. When a Journey takes place in the normal teaching time, a 'donation' is requested.

### **Freedom of Information Act**

Parents requesting information under this Act will be charged 30p per copy, the full cost of the postage (including Recorded Delivery where used) and the extra hours staff wages at £15.00 per hour. The cost must be paid in cash in full on receipt of an invoice from the school prior to release of the papers.

### **Breakages/Damage to School Property**

Where a breakage or damage to school property is a result of a pupil's misbehaviour parents will be asked to pay a contribution or the full amount towards the cost of replacing the defaced or damaged item (e.g., book, window, chair).

### **Loss of School Property**

Items loaned to pupils e.g., books, equipment, musical instruments etc, which become lost may need to be paid for in full or with a voluntary contribution according to the circumstances surrounding the loss.