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# Charging Policy

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Ardleigh Green  
Junior School

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September 2018

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This policy is based on Havering's policy for charging and remissions and therefore fulfils statutory requirements in relation to reporting information to parents.

## **Introduction**

Given that all schools are now responsible for their own budgets under the Fair Funding scheme of financial delegation charging and remission is in the main a matter for governing bodies, subject to compliance with the statutory requirements as described above. The Authority's policy would only be directly relevant where it had used its powers to suspend financial delegation. In that event the Authority's policy, as set out below, would operate. However, the main purpose of the policy is to provide useful guidance for Governing Bodies who may adopt without amendment or with such variations as they think fit, providing that they comply with the law.

## **Individual Music Tuition**

A charge will be made to parents of children receiving musical tuition in the playing of any instrument. Music lessons are provided by the Havering Music Centre and the school makes no profit for providing such a service. Payments are made on a termly basis and the current charge is £6.50 per lesson.

Charges will be remitted in full for a pupil whose parents are in receipt of Income Support, Working Families Tax Credit, Disabled Persons Tax Credit or an income-based Job Seekers Allowance.

## **Board and Lodging**

Where a school activity requires pupils to spend nights away from home the school will make a charge for board and lodging in all cases whether or not the residential trip is deemed to have taken place in school hours

## **Residential Visits**

Charges will be made for the costs of such visits as these will be largely out of school time and are not required by the National Curriculum.

## **Charging for Finished Products**

A charge may be levied, although this is not generally the case, to cover the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.



## **Public Examinations**

Children at Ardleigh Green Junior School do not take part in public examinations that incur any costs other than private examinations for music arranged through Havering Music School.

## **Non Residential Visits**

For non-residential visits parents will be invited to make a voluntary contribution towards the cost. The contribution will be based on the cost of transport, entrance fees, insurance costs and any additional staff costs. All such requests will clearly state that the contributions are to be made on a voluntary basis and that the children of parents who do not contribute will not be treated any differently. Parents will be advised at the planning stage that the visit is dependent upon the voluntary contributions and without sufficient contributions the particular activity will not take place.

## **Voluntary Contributions**

The school will from time to time invite parents and others to make voluntary contributions towards the cost of special activities within the school day eg. Swimming. As in the case of non-residential visits, all such requests will clearly state that the contributions are to be made on a voluntary basis and that the children of parents who do not contribute will not be treated any differently.

## **Education outside school hours**

Parents will be charged for activities that happen outside school hours where a cost is incurred by the school e.g. use of an outside provider, cost of an award such as BAGA.

## **Before and After School Provision**

The school offers before and after school childcare facilities which are paid half termly in advance. This provision is run by the school with payments meeting the cost of food, hire and staffing. The current costs are:

Breakfast Club: £3.50

After School Club: £10.00



## **Charges**

Charges levied for any of the above will not exceed the actual cost of the activity. A surplus is made as a result in costs etc. then a refund will be made to parents in order that income and expenditure balance.

## **Monitoring and Review**

This policy will be monitored and reviewed annually by the Finance Sub-Committee and the outcomes will be recorded in the minutes of that group to ensure that all governors are informed of any changes to policy and practice.