



**SMITHILLS SCHOOL**

**POLICY:**

**CHARGING POLICY 2016**

**RATIONALE**

**CHARGING FOR EDUCATION – Points of Law Educational Reform Act 1988**

1. No charge can be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is
  - Within school hours
  - For the National Curriculum programme out of school hours
  - For a statutory religious education and
  - For a prescribed public examination prepared for by the school

**INTRODUCTION**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

**VOLUNTARY CONTRIBUTIONS**

When organising additional school trips or visits that support the National Curriculum and enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary funds, we may cancel the trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children any different from any others. Parents have a right to know how each trip is funded and the school provides this information on request.

**Written By:** Alice Lees (Business Manager)

**Signed:** 

Principal

**Date:** November 2016

**Approved on behalf of Governing Body:**



Chair of Governors

**Date:** November 2016

**For Review:** November 2017



## Management of Pupils

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. These activities support the syllabus, often taking place during normal school hours and are known as 'supportive extras'. This list is not exhaustive.

- Visits to museums, religious sites, sites of geographical or historical interest
- Sporting activities which require transport expenses
- Theatre visits that support lessons in class
- Visits to other schools, colleges or universities

### **ENRICHMENT ACTIVITIES & RESIDENTIAL VISITS**

School also organises 'enrichment extras' – these trips require full parental funding to enable their children to attend the activity. Provided outside school hours, they are additional opportunities children can access. The charges made will not exceed the cost of the provision and parents must agree to their child receiving the enrichment extra.

Board and lodging costs will be charged where activities require overnight or extended stays, as will entry fees against a clearly pre-identified itinerary. (An example of this would be the entrance fee to the Eiffel Tower on a trip to Paris)

In all cases where a permitted charge is made, the parents will be advised of the total cost in advance. School offers 'WISEPAY' as a method of on-line payment and a small amount can be added to trips to cover merchant banking fees.

### **MUSIC TUITION**

All children study music as part of the normal school curriculum. We do not charge for this.

In addition, music lessons to individuals or small groups is provided free of charge to any child who expresses an interest. School has several bands and ensemble groups in which they can participate at no additional cost.

### **SWIMMING**

The school organises swimming lessons for all pupils. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these are to take place.

### **SCHOOL MINIBUS**

We do not charge pupils if they are transported in the minibus to an extra curricular local sporting fixture or trip that supports normal lesson time.

Should the minibus be used for enrichment trips, the charges applied will only cover the expenses of the trip and not make a profit.

### **CATERING and TECHNOLOGY/FINISHED PRODUCTS**

Pupils can be asked to make a contribution towards the cost of ingredients, or bring the ingredients to lesson for food technology. Pupils can take home dishes prepared.

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in D&T, craft, art or food) a charge can be made at cost price. The parents will be informed of the cost for the product in advance.



### **EXAMINATIONS**

No charge will be made for entry to a public examination on the Secretary of States prescribed list, EXCEPT, where a pupil without good reason, fails to attend or meet the requirements of the examination ( e.g. fails to submit coursework).

Parents can be asked to pay for re-sits where the pupil has passed the exam, but the parent feels they could achieve a higher grade – PLEASE NOTE HOWEVER – current legislation counts the first grade only.

Additionally parents can be asked to pay for entering pupils for a public examination not prescribed in the regulations.

### **OTHER PERMITTED CHARGES – DAMAGE and DELIBERATE BREAKAGE**

If a pupil deliberately damages or breaks school property, fixtures, fittings or general resources, school reserves the right to charge parents/carers for the full cost of replacement or repair. This includes the cost of repairing/making good any damage caused by acts of vandalism or malicious intent.

### **UNIFORM**

School sells uniform - blazers, jumpers, trousers, skirts, ties and full PE kit direct to pupils and parents. The cost of the uniform is carefully monitored to provide parents with value for money and is not intended to create excessive school profit.

### **STAFF EXPENSES**

Staff will be reimbursed for genuine school business expenditure on production of an official receipt signed by their line manager. Public transport costs under £30 can be claimed from petty cash on presentation of authorised valid receipts, higher costs are repaid via BACS. Mileage is claimed via the payroll system on submission of a suitably authorised form, with accompanying VAT fuel receipt.

Staff are not allowed to place orders direct or commit school to **any** expenditure unless pre approved. School has a strict ordering policy for goods and services, in line with the audit needs required when public funded, therefore any unauthorised purchases staff make direct are unable to be reimbursed by the school. Where purchases are pre-approved, the petty cash limit for cash reimbursement is £30. Expenditure greater than £30 will be paid as a cheque or BACs payment.

### **STAFF HANDLING MONEY ON TRIPS ETC**

Where school trips necessitate staff to take money – sterling or foreign currency, ALL expenditure needs to be subsequently accounted for with receipts to validate the spend. Staff will be asked to sign for the amount of money they take – for example \$1000 advanced for a USA trip. On return, any currency remaining is to be returned to school, with receipts to back up the expenditure incurred, to the value of the advance.

### **STAFF ISSUED WITH SCHOOL PROPERTY**

Where a member of staff has been issued with an item of school property, e.g a laptop, then it is the staff members responsibility to ensure its safe keeping. Such property off site is to be insured under the staff members home policy to cover for loss or theft.

Should the circumstances of any loss be due to staff negligence, the cost of replacement could be sought from the staff member, at the head teachers discretion.

Laptops/school property unattended and on view in cars ARE NOT COVERED BY ANY INSURANCE POLICY – private or school - as such school would look to the staff member to replace the laptop/school property personally.