

# BRACKEN LEAS PRIMARY SCHOOL

## CHARGING POLICY Statutory Policy (Annual Review)

### GOVERNORS' FINANCE & PERSONNEL COMMITTEE

<b>Date next due for review by committee</b>	<b>Reviewed by committee</b>	<b>Any Changes YES/NO</b>	<b>Approved by Full Governors</b>
			24 <sup>th</sup> February 2014
February 2015	26 <sup>th</sup> January 2015	No	n/a
February 2016	25 <sup>th</sup> January 2017	No	n/a
January 2017	30 January 2017	Yes – minor update	n/a
January 2018			

# Bracken Leas School

## Charging Policy

### **1 Voluntary contributions**

- 1.1** When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. Parents are to be made aware that trips may be cancelled if insufficient voluntary contributions are received when they are initially notified of a forthcoming trip.
- 1.2** If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.
- 1.3** The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to or by a theatre company;
  - school trips abroad;
  - musical events.

### **2 Residential visits**

- 2.1** Charges may be made for some activities that are known as 'optional extras'. At Bracken Leas residential visits are deemed 'optional extras'; consequently we charge for board & lodging and transport for these. Each pupil taking part will be charged the actual cost per head of the activity and participation will be on the basis of parental choice and a willingness to meet such charges as are made.

### **3 Music tuition**

- 3.1** All children study music as part of the normal school curriculum. We do not charge for this.
- 3.2** There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents in receipt of qualifying benefits may be able to receive reduced charges. We give parents information about additional music tuition at the start of each academic year.

## **4 Swimming**

- 4.1** The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

## **5 External users of school facilities**

- 5.1** External organisations that wish to use the schools facilities will fall into one of four categories LA Community use programme, Commercial extended services, Commercial external use and not for profit organisations. The categorisation will be at the Governing Body's discretion.

Hiring charges will be consistent within each group, but may vary from group to group. An up to date list of hirers is kept in the school office.

- 5.2** All hirers will be issued with a formal contract.
- 5.3** Commercial hirers will be charged based on the hours required and which facilities are needed. Supplements will be charged for antisocial hours for unlocking and locking and additional cleaning if required.
- 5.4** All commercial hirers are to have their own public liability insurance and evidence of this must be given to the Bursar at the beginning of each term. If the school incurs additional insurance costs as a result of the letting then this cost will be passed onto the hirer.
- 5.5** Payment terms are 30 days from date of invoice – no negotiation.

## **6 School property**

- 6.1** The Governors reserve the right to charge parents if their child is found to be responsible for the wilful destruction of school property.

## **7 Monitoring and review**

- 7.1** This policy is monitored by the governing body and will be reviewed annually