

Welburn CP School

CHARGING POLICY



NORTH YORKSHIRE COUNTY COUNCIL

CHARGING POLICY

School Trips

On most school trips which involve an admission charge and/or the hire of a coach a charge is levied to parents and carers. This is calculated by totalling all the costs for the visit and dividing by the number of pupils. In most cases this will be subsidised by the PTA and where necessary School. Pupil Premium funding will also be used to subsidise trips for eligible pupils.

Parents are advised of the cost of the visit and informed that payments are voluntary and that no child will be excluded by failure to pay. However, they may also be informed that should a large number of parents choose not to pay then the visit may be in jeopardy. The precise point when a trip is no longer financially viable is left to the discretion of the Headteacher. A visit will be cancelled with great reluctance and therefore every avenue is explored before this action is taken.

Residential trips

The full cost of a residential trip will usually be born by the parents/carers.

The only exception to this is when the visit is to a NYCC residential centre. On such occasions those parents who qualify for ***Income Support*** or ***Family Credit*** do not have to pay for the cost of accommodation. The only costs they must pay are for transport, admissions, insurance etc., etc.

We will endeavour to keep the cost below £200. The cost to parents will not include the cost of adults accompanying the trip. Again the PTA will usually help to subsidise the trip for all pupils. Pupil Premium funding will also be used to subsidise these trips for eligible pupils.

Financial assistance may still be available via school. Parents with more than one pupil in the class or who are suffering financial hardship may apply to school for help.

Residential visits are considered a vitally important part of a child's education and so **every effort** is made to accommodate the different circumstances of families so that the children are able to attend residential visits.

Money to subsidise all school visits is set aside in the budget; at present this is £1000.

Swimming

The full cost of swimming lessons has in the past been borne by parents/carers. The charges levied include the cost of coach hire, swimming pool hire and the use of swimming pool life guards and teachers. However, in 2013 a sum of money was allocated to develop physical education across the school. Therefore in 2014 a nominal charge of £5 for the block of swimming lessons and coach hire was applied.

Photocopier

The photocopier is available for use by staff, parents and the community at large. Reminders that the facility is available are occasionally given in newsletters. The cost of using the copier is 5p per black and white copy and 10p per colour copy which includes paper.

Telephone

The school telephone is available for private calls by staff. There is no charge for this.

Uniform

The school has stocks of uniform available for purchase by parents and children through school. The uniform does not attract VAT and is sold at slightly above cost price - a small surcharge is added to cover administration costs.

Payment for curriculum activities

In a state primary school children have an entitlement to free education and a broad and balanced curriculum and every attempt is made to avoid incurring additional costs. Should a situation arise however when additional costs are incurred (apart from the cost of a school visit and swimming), the school will endeavour to absorb these by using its school fund. Examples of items which fall into this category are cooking ingredients and design and technology.

The chief item which falls outside this policy is a musical instrument. Instruments can be purchased through the County Council's Assisted Purchase scheme or through the Music for Schools Foundation.. Instruments sold for educational use do not attract a VAT element.

School meals

The price of a school meal is fixed by the North Yorkshire Education Committee and is subject to regular review. Parents are expected to pay for their children's school meals on a half-termly or weekly basis.

From September 2014 all school meals for pupils in **Reception, Year 1 and Year 2** are provided free of charge.

In an emergency, a child requiring a cooked meal who doesn't usually stay, will be expected to pay for the meal the following day.

Parents who owe money for meals consumed by their children will be sent a reminder giving details of the date when the meal was served and the cost incurred.

Parents may qualify for **free school meals**. Notification is normally received from the North Yorkshire Education Office when a child's free meals are to commence and when his entitlement to free meals expires. We are strongly advised not to give children free meals whilst an application is being processed. Forms for making such an application are available from the school office.

Music

Part of the cost of peripatetic music lessons in school is passed on to the parents of children who wish to learn to play a musical instrument. The charges are calculated on a termly basis and parents are invoiced directly from County Hall so that school does not have the responsibility of collecting money

The system is the same for Music For Schools Foundation lessons.

Photographs

The school photographer visits school twice a year: in the Summer Term to take photographs of the Year 6 leavers and in the Autumn term for individual and family photographs.

Parents are under no obligation to purchase photographs. However, should a purchase be made, money is returned to school in a sealed envelope provided by the photographer.

School receives a percentage of the takings as commission.

Lettings

The school hall and classrooms are available for hire. Should any individual or organisation wish to use a room, outside school hours, then an initial approach should be made to the Headteacher. The rates charged for lettings are those stated in the N.Y.C.C. document: *LA Directed use*.

Receipts

Receipts will be given when appropriate as requested.

This policy will be updated at regular intervals when amendments have been made and/or to reflect current practice.

September 2015

Current charges (as at September 2015)

Swimming	£5 (per block)
School meals	£2.10(per meal) KS2 (Years 3,4,5 and 6) only
Photocopier	£0.05 (per black and white copy)
	£0.10 (per colour copy)

September 2015