



## SCHOOL CHARGING POLICY

**Date of policy:** November 2008  
**Responsibility:** Headteacher  
**Date of review:** November 2010

### Introduction

Under the terms of the Education Reform Act, the Governing Body may choose to charge for certain activities, and to request contributions for other activities. The Governors endorse the guiding principles contained within the act, in particular that no child should have his/her access to the curriculum limited by charges.

### Principles

Charges may not be made for education provided during school hours, with the exception of musical tuition of an individual or a group, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus.

At Longwell Green though, we consider the inclusion of enrichment activities to be essential in supporting and enhancing this curriculum. Enrichment activities broaden children's learning experiences and help them to discover and develop personal interests and vital skills, such as problem solving, creative thinking and self-evaluation. Many of these activities are free (for example, all of the clubs that teachers offer; the activities provided by local secondary schools; and our Sports Partnership activities). However, some can only be made available to children through parental contributions that cover the costs of the specific activity.

### Practice

Therefore, although charges may not be made, parents will be invited to make a **contribution** to cover the cost of school enrichment activities, whether taking place on the school premises or as part of an educational visit off site.

The Governors and Headteacher carry out an annual review to agree how much in financial terms voluntary contributions will consist of per pupil per academic year. **This amount will be publicised in a school newsletter at the commencement of each academic year.**

The total value of voluntary contributions will not exceed the cost of the activity. Contributions will be requested at least one term ahead of the planned event to allow for contributions to be collected. Where a voluntary contribution is requested but insufficient contributions are made, the Headteacher will determine if the activity can proceed taking into account the fact that additional costs should not be made against the school's devolved budget.

In determining the above, the Governors have recognised that there are families for whom making a contribution would be difficult, and in such cases the school has a Remissions Policy (see below).

The School reserves the right to charge parents for:

- wilful damage to school property, or the misuse or loss of books and equipment
- use of school facilities e.g telephone calls/private photocopying
- costs made against the school due to financial processes resulting from returned parental cheques

**Remission of voluntary contributions**

The school understands that voluntary contributions can be difficult for some families to make and can offer a 'waiver' of contributions. In cases such as these, the school asks that parents inform the school on an activity by activity basis. In principle, only those families currently entitled to "free schools meals" will be entitled other than in exceptional circumstances. Request for waiver forms are available from the office.



**LONGWELL GREEN PRIMARY SCHOOL  
REQUEST FOR WAIVER OF VOLUNTARY CONTRIBUTIONS FOR AN  
EDUCATIONAL VISIT**

**Pupil Name:**

**Year/Class:**

**Visit Details:**

**Date of visit:**

**Entitlement details-**

**Free school meals:** Yes/No

**Other:**

**Any other comments :**

**I confirm that the above details are correct**

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**Office use only**

**CERTIFICATION**

Free meals review date: \_\_\_\_\_

Head's signature: \_\_\_\_\_ Date \_\_\_\_\_