

South Marston C of E Primary School

POLICY FOR CHARGING

Reviewed July 2010

Next Review July 2012

Aim

The Governing Body, on the advice of the Head Teacher, will, on an annual basis determine or review the school's facilities that will be made available to parents / guardians, village groups / organisations, residents and other organisations and the fees to be charged.

Charging

All fees charged must be set at a level which ensures that any costs incurred are covered, where appropriate making a provision for depreciation, and generate an income that can be used to help fund the purchase of resources, improve the fabric of the school or its facilities, or enhance the learning opportunities of children at the school. A designated sub committee will recommend the fee rates.

Facilities, Services and Events Subject to Charges

A list of the current services, facilities and events that are available or planned to be available will be drawn up in September each year by the Head Teacher and the Governing Body. The list will include the charges in respect of each of the services, facilities and events. Where such facilities, services and events are identified their availability will be communicated through the school office and will be published in the October issue of the South Marston "Tower and Tap" magazine.

Legal Endorsement

Where requested to endorse documents whose endorsement would incur a fee if undertaken by other professionals, the Head Teacher will use their discretion.

Spare Capacity within the School Buildings

If the school has any spare capacity every effort must be made to find suitable organisations which can make use of the space, e.g. pre-schools, before or after school clubs. Users of these facilities will be required to provide their own insurance and be charged a viable rental rate. These rates will be reviewed annually with changes being applied from April of each year.

Charging for School Visits

Day Visits

Where a visit or activity takes place within school hours or is in support of the National Curriculum or the law on Religious Education the school will normally invite parents to make a voluntary contribution towards the cost of such visits or activities. In making this invitation the school will make clear that:

- The contribution is voluntary
- That no child will be excluded from participation because of a failure to pay
- If insufficient contributions are received the visit or activity will not take place

The amount of the contribution will be calculated by the school and will reflect the actual cost of the activity and the financial position of the school. Parents will be expected to pay for swimming.

Residential Visits

Where visits take place in school hours or are required in support of the National Curriculum the school will make an obligatory charge for the board and lodgings elements of the visit. For the other aspects of the visit it will invite parents to make a voluntary contribution in a similar way to Day Visits.

Remission of Charges

Where a child is in receipt of free school meals the school may make a partial charge for board and lodgings during any activity deemed to take place in school hours or in support of the National Curriculum or the law on Religious Education. The remaining costs will be met by the school (and claimed back from the local authority). The Governors will use their discretion when deciding whether to consider requests for the reduction or waiving of charges above the legal minimum.

Letting of Premises

See the separate “Policy for the Letting of the School Premises”.