



Charging Policy

1. Introduction

- 1.1 This policy defines the circumstances under which the school will levy charges for the provision of goods and services. It has been agreed by the School Governors' and Executive Headteacher and prepared in accordance with the 1988 Education Act.

2. Related Policies

- 2.1 This policy should be read in conjunction with the school's **Finance Policy & Pupil Premium Policy**

3. Residential Visits

- 3.1 For residential visits which take place mainly during school time, charges will be made for all relevant costs including, board, accommodation, activities and transport.
- 3.2 In cases of hardship the Warmington 'Relief in Need Charity' may be able to support such activities.
- 3.3 Residential visits taking place out of school time will be charged at the full cost.

4. Extra Curricular Activities (eg School Clubs)

- 4.1 Participation in these activities is on a voluntary basis.
- 4.2 If the activity is run by an external body the level of charge is set by that body and payment is made by the parents directly to the organisers.
- 4.3 In the case of activities run by volunteers or school staff, the school reserves the right to make a charge to cover any costs it incurs. (see Annex 1)

5. Wrap around Care (breakfast and after school clubs)

- 5.1 Wrap around care services are run by the school and the level of charge is set and reviewed by the school on an annual basis. Charges for breakfast club are per session with an additional cost for breakfast if required. Charges for the after school club are per hour with the cost of a snack included.
- 5.2 There are a list of terms and agreements that participants sign up to.

6. Warmington Pre-School (Robin's Nest)

- 6.1 Robins Nest is the preschool setting for 3 year olds currently run alongside the Reception class within the school. It is a PVI setting and runs 5 mornings + lunchtimes and 2 afternoons per week.

- 6.2 Funding is received via NCC through headcount days 3 times a year (autumn, spring, summer) for children who are entitled to the 15 hours free funding.
- 6.3 Children are entitled to the funding in the term after their third birthday – funding can be split between 2 settings only.
- 6.4 Any hours taken at the setting in excess of the free funding are charged at an hourly rate or half hourly for lunch provision.

7. Curriculum-related practical activities

- 7.1 No profit may be made by the school in carrying out and charging parents for curriculum-related activities undertaken during the school day.
- 7.2 At the planning stage of activities which will involve a charge to the school, the Executive Headteacher and School Administrator agree a suggested minimum donation to request from parents and calculate the resulting shortfall which may have to be met from the School Fund.
- 7.3 Parents will be advised of the full cost per pupil and invited to make a voluntary donation towards the cost. In practice this results in a number of donations for the full amount and the rest at the suggested minimum.
- 7.4 Parents are advised that no pupil will be excluded if a contribution is not made, but if the donations received do not cover the costs, the activity may have to be curtailed or cancelled.

8. Remissions Policy

- 8.1 Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision. Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:
- Income Support
 - Income based Job Seekers Allowance
 - Child Tax Credit only (with a family income of less than £16,190 as assessed by HM Revenue & Customs)
 - National Asylum Seekers Support
 - Guarantee Element of State Pension Credit
 - Employments and Support Allowance - Income Related only
- 8.2 The Executive Headteacher or Chair of the Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- 8.3 The Executive Headteacher or Chair of the Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances

9. Peripatetic Music

- 9.1 Peripatetic teachers from the Northamptonshire Music and Performing Arts Service provide music tuition to those children (mainly in Key Stage 2) whose parents/carers have elected to participate in the scheme and pay for this tuition.
- 9.2 Parents are advised at the outset that the commitment is for a whole year. If the child chooses to stop receiving the tuition, the school reserves the right to charge the parents unless another child takes up the vacancy. There is no refund on charges paid.
- 9.3 Warmington School pays the annual charge on receipt of an invoice from the Music Service (three equal charging periods).

- 9.4 Invoices will be raised through Accounts Receivable three times a year for re-payment of these charges, based on dividing the charge per instrument equally between the children receiving tuition.
- 9.5 Guitar tuition is provided by Musicmakers and is provided during the school day. Payment is made by invoice to the company.

10. Damage to School Property

- 10.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Executive Headteacher may decide.
- 10.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Executive Headteacher may decide.

11. Practical Activities

- 11.1 Pupils or parents who wish to retain items produced as a result of art, craft and design, or design and technology, may be asked, in advance, to make a voluntary donation to cover the cost of the materials used.

12. Lettings

- 12.1 The school may make its facilities available for community-based activities on weekday evenings between 6.30 and 10pm, subject to certain conditions, and at the discretion of the Executive Headteacher.
- 12.2 An Application to Hire School Premises form (available from the School Office or www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/services/schlf/n/Pages) must be completed and the applicant is required to have Public Liability Insurance for £1 million.
- 12.3 The charge for each letting will be at least the caretakers' minimum letting fee plus the cost of providing the facilities.
- 12.4 Lettings will usually be in the form of a block (minimum 6) in the interests of assisting the provision of activities for the benefit of the local community.
- 12.5 The Executive Headteacher reserves the right to vary the charge.
- 12.6 One-off bookings may be agreed for users fundraising on behalf of the school, such as Parents & Friends Association, for which the charge may be waived, at the discretion of the Executive Headteacher.

13. Hot School Meals

- 13.1 In the school year 2016-17, the Hot School Meal service will be provided by Kingswood Catering
- 13.2 The service is administered by *Kingswood* through their online booking system and payments do not pass through the School's Finance system. The staff are employed by Kingswood catering.
- 13.3 From 2014 Hot School meals are provided free to children in years Reception to Year 2 (Universal Infant Free School meals UIFSM) the school receives a budget for these (taken from the figures in the January census - which is then paid to the provider).

13.4 Since 2015 schools are responsible for maintaining and servicing the kitchen equipment and must make allowances for this within their budget.

14. Uniform and other school equipment

14.1 From September 2014 the school uniform has been available to parents from coolcatsclothing.co.uk. This is an online service and parents pay directly to the company.

14.2 A small stock of surplus school uniform and equipment such as swimming hats remains in school; it is kept in the School Office and is available for parents to buy on demand.

14.3 A small profit is made on these items, which is banked in the School Fund. The table of charges for the current year is shown at Annex 1 and is reviewed annually with this policy.

15. Other charges

15.1 The Executive Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services

16. Policy Approval and Review

16.1 This Policy was approved by the Finance Governors at their meeting on 2nd February 2017 having been reviewed and updated.

16.2 This policy should be reviewed annually in Term 6 unless circumstances are such that earlier review becomes necessary.

Signed..... Date:.....

Annex I

Cost of items available from School Office 2016-17 Surplus Stock

Item	Net cost	Price charged to parents
School book bag with logo	£3.50	£4.00
School PE bag with logo	£2.60	£3.00
Swimming hat	£1.00	£1.00

Breakfast Club 7.50 a.m. to 8.50 a.m. £2.50 per session
50p breakfast

After School Club 3.15 pm to 5.15 pm £3.75 per hour

Art Club £3.50 per session

Sports Clubs a.m. £2.50 per session

Sports Clubs p.m. £3.75 per session

Robins Nest charge £4.00 per hour

£2.00 per lunch session

Lettings charges as at 1st January 2017: £17 per session for use by PFA Choir

Peripatetic music: Termly charge for each instrument divided equally between those children receiving tuition