



DRONFIELD JUNIOR SCHOOL

Charging Policy

Review Procedures

This statement will be reviewed on an annual basis by the Governing Body's Finance Committee and will be adjusted in line with any subsequent guidelines from the DfE or LA.

Revision No:	6
Date Issued:	June 2014
Committee:	Full Governors
Date Adopted:	15 July 2020
Minute No:	15.7.20/8.1
Review Date:	July 2021

Aims

This statement sets out the school's attitude to charging, describes each type of activity which will be charged for, and explains when charges will be made.

Principles

Education provided within the school hours will be free. This includes: materials, equipment and transport provided in school hours by the LA or the school to carry pupils between school and its activity. 'School hours' are those when the school is actually in session and do not include the break in the middle of the day. The exception to this is Residential School Journeys, where parents are expected to contribute. On the letters to parents for these trips, the headteacher will advise any parents who may be suffering from financial difficulty to consult with the school and assistance may be given to support the funding of the trip on a case by case basis.

All parents will be informed about school hours in the school prospectus, which is available on the school website.

All parents will receive a summary of school charges in the school prospectus, which is available on the school website.

The school may invite parents and others from time to time to make voluntary contributions towards any part of the school's work and to permit the provision of activities, which might not otherwise be possible.

Charges may be made for teaching music either to an individual pupil or to pupils in groups up to four. Voluntary contributions will be invited for group music tuition from outside companies who may be engaged from time to time.

General fundraising and sponsorship will also be used to permit additional activities. Parents will be informed of the decision to ask for contributions at the planning stage of activities.

No pupil will be left out of any activity provided in school time because his, or her, parents cannot, or will not, make a contribution of any kind if asked to contribute.



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Parents will only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or religious education and when parents agree to pay.

A charge may include an allowance for the cost of teachers from the school who supervise the activity but only if those teachers have been given a separate contract/formal letter to provide the optional extra.

Pupil Premium

The Charging Policy works alongside the Pupil Premium document (available on the website). In summary, pupils are subsidised for one free after school club per term (6 terms in the school year) (subject to cost eg Discovery Club, Robotics and RuggerEds will be subsidised for three terms), one residential trip per year (50:50 subsidised) and $\frac{2}{3}$ of the cost of day trips are paid for by the Premium. In addition, each pupil will receive one school sweatshirt and one polo shirt per year. We offer a voucher to pupil premium children to spend on books at the yearly Book Fayre.

SCHOOL CHARGES FOR PUPILS AND ARRANGEMENTS FOR PAYMENT

All main payments are made through Parent Pay. Small nominal amounts are paid in cash.

Residential Courses in school time.

Parents are required to meet the full cost of the residential visit. Pupil Premium children will have one residential visit half funded.

Activities outside school hours not within the National Curriculum.

Parents are required to meet the full cost. If the income for each activity does not meet the overall cost, such activity may have to be cancelled.

Individual Music Tuition

Where the school provides an 'outside' tutor, parents will be charged for the tuition. Costs may be reduced by group tuition or LA subsidies where children are entitled to FSM.

Ingredients/materials for practical subjects

Parents may be asked to contribute to the cost, or to provide the materials for practical sessions, but no child will be disadvantaged because of parents' inability or reluctance to pay.

Lost school equipment, books etc.

Parents may be requested to replace items lost by their children.

Breakages and damages to school buildings, furniture or property

Wilful damage to school buildings, furniture or property may be charged to the parents by the school.

Visitors in school

Where visitors are used to enhance the learning of the children, parents may be asked to contribute or cover the cost, but no child will be disadvantaged because of parents' inability or reluctance to pay.

Parents may be asked to make a voluntary contribution towards the cost of activities or an ICT resource, e.g. e-books, tablet, pc, or notebook, TTRockstars, TacklingTables, etc. which can be used at home and



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school. No child will be disadvantaged because of parents' inability, or reluctance, to pay.

The following voluntary payments will be requested of parents of all pupils to cover the costs.

<u>Materials</u>	<u>Cost</u>	<u>When</u>	<u>Notice Given</u>
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Admission Charges For

Table Tennis	£3.50	per session	At Admission (Pay termly)
Street Dance	Up to £3.00	per session	At Admission (Pay termly)
Additional sporting activities	Up to £4.00	per session	At Admission
Rugger Eds	Up to £5.00	per session	At Admission (Pay termly)
Robotics	Up to £7.00	per session	At Admission (Pay termly)
Cup Cake Club	Up to £5.00	per session	At Admission (Pay weekly)
Jumping Clay	Up to £5.00	per session	At Admission (Pay termly)
French Club	Up to £4.00	per session	At Admission (Pay termly)
Local trips	Up to £17.00	Min. three times per annum	

There may be special trips in addition to the normal class trips which may cost more than £17.00. We will write to parents/carers to advise of the cost and ask them to express an interest before booking.

MISCELLANEOUS CHARGES (OTHER THAN THOSE FOR PUPILS)

Charges for lettings

The Governing Body will follow directions from the LA regarding the use of school premises. Charges and arrangements are set out in the LA Letting Policy.

Charges for Photocopying

Copying of personal documents is not encouraged. Should the need arise, Staff and others may use the school photocopier at a charge of 10p per sheet for black and white and 20p per sheet for colour copies will be charged.

Private telephone calls

Staff and others using the school telephone may do so at the normal BT costs.



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COLLECTING AND BANKING SUMS COLLECTED

The school will maintain records of all charges collected. Only small nominal amounts of money will be held in school as most monies will be paid through Parent Pay. These monies will be kept safe against loss or theft and will be paid promptly into the appropriate bank account (See Financial Regulations and Head Teacher: Nicola Thomson Chair of Governors: John Harvey Role and Responsibilities Document).

Signed by: *N J Thomson*

Signed By: *J Harvey*

Date: *15th July 2020*

Reviewed June 2019, June 2018, June 2017, June 2016, June 2015.



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