



WESTFIELD MIDDLE SCHOOL

CHARGING POLICY

DATE January 2013

Reviewed

DATE

by

CHARGING POLICY

The policy has been prepared as a guide to charging for sales within school.

School Uniform

Where practically possible, orders for school uniform should be taken with full payment in advance before an order is placed with the supplier.

All monies are accounted for and banked in accordance with LEA Finance Regulations.

The school stocks some uniform and is sold daily by the School Secretary. The money is balanced to the sales and banked at least twice per month.

Goods are sold at cost or costs rounded up. Any profit made is off set against administration by school staff.

School Shop

The school stocks stationery and goods for pupil use in school. It is not intended to make any profit from the school shop but VAT is chargeable and prices must reflect the cost. Prices can be rounded up to make it easier for change within a busy school environment. Any profit is off set against administration by school staff.

Private Telephone

A payphone is installed for pupils and staff use. Monies collected are paid into school bank and VAT deducted at the current rate.

If staff wish to make private calls from the school telephone, staff should complete the LEA sheet provided for private phone calls and use the current rates for calculating the cost. The money should be paid to the Finance Officer, which is banked in accordance with LEA Finance Regulations.

Private Photocopying

A list is available for personnel to record private photocopying and the charges are reviewed annually or if costs are increased by the suppliers.

Westfield Middle School

CHARGING AND REMISSIONS POLICY

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

Activities outside school hours

The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours. This includes residential visits, a charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) the cost will not exceed the actual cost of provision.

Individual/Group Instrumental Tuition

The cost for providing individual/group instrumental tuition the charge will not exceed the cost of provision. Children in Care who wish to have instrumental tuition are entitled to free tuition.

Charging in Kind

The cost of materials, ingredients (or provision of them by parents) for practical subjects is based on the lessons planned and for the finished items to be taken home. Any minimal profit made (within reason), due to ingredient costs and fluctuation in prices profit made within reason will be used to purchase additional specialist foods/kitchen tools.

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Breakages

In cases of willful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

General

The Governing Body may, from time to time amend the categories for which a charge may be made.

The Governing Body reserve the right to review the Charging and Remissions Policy as necessary.

Remissions Policy

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the Governing Body will remit in full the cost of board and lodging for any residential activity (classed as an optional extras taking place outside school hours).

In other circumstances the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full.

The Headteacher in consultation with the Chair of Governors will make authorisation of remission.

ACCEPTED & APPROVED BY THE FULL GOVERNING BODY

SIGNED

----- DATE -----

(CHAIR OF GOVERNING BODY)

SIGNED

----- DATE -----

(HEADTEACHER)

REVIEW DATE