



HERON PARK PRIMARY ACADEMY

SP02

CHARGING POLICY

Approved by: Governing Body

Date Approved: Autumn 2014

Date for Review: Autumn 2017

HERON PARK PRIMARY ACADEMY

Introduction

This policy statement has been drawn up in accordance with the requirements of Section 110 of the Education Reform Act 1988. The policy is applicable to all registered pupils at Heron Park Primary Academy.

Charges

The Academy will charge in the following circumstances allowed by the Act:

The provision of music tuition given to pupils as individuals or of in groups up to four except where it is given to fulfil:

Statutory duties relating to the National Curriculum

Requirements specified in the syllabus for public exam

Materials involved in producing a “finished product” for Cooking, Craft, Design & Technology where a parent of the pupils has indicated in advance they wish to own the product.

Activities which take place wholly or mainly outside of school hours and which are not a part of the National Curriculum, e.g. outings, visits, cricket coaching, cycling courses, jump and climb, choir and the railway club.

Charges will be made for all or part of a pupil’s travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.

Activities which involve pupils in nights away from home:

Charges will be made for board and lodgings during residential school trips. The 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 free school lunch entitlement, also be entitled to the remission of charges:

Income Support

Income Based Job Seeker’s Allowance

Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit provided that the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,040

Guaranteed state Pension Credit

An income related employment and support allowance that was introduced on 27 October 2008

A similar entitlement applies where the trip takes place outside of school hours but is necessary as part of the national curriculum.

Petty Cash Policy

All Petty Cash expenditure must be supported by receipts identifying any VAT paid. Payment from the Petty Cash Fund should be limited to minor items which have been approved in advance by the Head of School or the School Business Manager.

- Petty Cash expenditure should not exceed £15, unless absolutely necessary.
- A sequentially numbered Petty Cash expenditure slip will be used when processing the transaction on the Finance System.
- A signature will be requested from the members of staff receiving a reimbursement.
- Wherever possible monies will be counted in the presence of another member of staff.

The following guidelines should be followed when handling cash:

1. avoid counting cash in public,
2. avoid leaving cash unsecured in an un-attended area or room,
3. use the fire proof safe to store large amount of cash,
4. receipts are given for cash received from residential/field trips, swimming & music

Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, e.g. outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will clearly state:

There is no obligation to contribute

Pupils will not be treated any differently according to whether or not their parents have made a contribution

The proposed activity may not take place unless a substantial majority of parents contribute

A suggested amount for a contribution to cover costs.

Remission of Charges

It is the policy of the LAB:

To remit charges in full or in part any charge payable for a pupil for school activities if it is satisfied that there are exceptional circumstances in which the pupils participation in the activity should be regarded as a priority, but the parents are unable to meet all or part of the charge. This will normally be the case where parents are in receipt of income support and working family tax credit and who are unable to give a donation.

To look at individual cases where parents have been unable to give a donation

To agree how to fund shortfalls for activities

Income from sales – Non profit making

Some goods may be purchased through the school for the convenience of the parents, pupils or Teachers. The school will not seek to make a profit from these sales. Goods in this category include school clothing, books, book bags, recorders etc.

Income from sales – Profit making

Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, PFA or other charity. Goods in this category include school photographs, bring and buy items etc which may be subject to VAT.

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

Income from Lettings

The LAB and the Business Manager will annually review and set charges made for the use of the school premises. The charges include actual caretaking costs, insurance and a premises charge.

The LAB and the Business Manager will endeavour to avoid charging the PFA for its activities in the Academy.

Responsibility

Authority for day-to-day management of the policy is delegated to the Head of School who will determine the costs of activities other than those set by the LAB.

The level of charges is a matter for the LAB.