



St John Bosco RC Primary 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 DCSF or LA.

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.

LEGISLATION

The DfE in its guidance to School Governors states that 'education provided during school hours must be free. The definition of "education" includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity.' It goes on to advise that 'although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind).'

When additional costs are incurred by St John Bosco RC Primary School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

PRINCIPLES

All education provided within 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.

All parents will be informed about School hours in the School prospectus and will receive a summary of School charges in the School prospectus.

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

General fundraising and sponsorship will also be used to permit additional activities.

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.

No charges will be made which exceed the actual cost.



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Parents are required to meet the full cost of the residential visit, except children with statements and children eligible for free school meals, where the cost may be supported from the School Fund account, by prior agreement with the Head Teacher. If the income for each activity does not meet the overall cost, such activities may have to be cancelled.

When parents accompany pupils on an out of School activity, they may be invited to make a contribution towards the cost of transport and/or the activity.

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

CHARGES

School fund will be used to subsidise some additional activities and parent are asked to contribute £5 per term

Parents may be asked to contribute to the following:

Activity	Approximate Cost
Cost of visit to theatre/museum/gallery etc.	£5 - £20
Replacement of lost or damaged books	£4
Residential trip	Up to £200
Breakages and damages to school buildings, furniture or property	Cost of replacement

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 will be discussed with the LA.

Charges For Photocopying

Charges for copies of school documents requested by parents, under the 'Freedom of Information Act' will be charged at 10p per page.

COLLECTING AND BANKING SUMS COLLECTED

The School will maintain records of all charges collected.

All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account. (See Financial Regulations and Roles and Responsibilities Document).