**Belvue School Charging Policy September 2018**

**F. Income**

1. Charging Policy

#### Charges & Remissions in respect of school activities

The governing body policy on charging and remissions is intended to conform with the terms of the Education Reform Act 1988 and Circular 2/89. The following is a summary of the main elements of the policy.

* Curriculum activities planned for the school day are provided free of charge to all pupils.
* Charges may be made for voluntary ‘extra’ activities which fall wholly or mainly outside normal school hours including extended schools clubs. Activities are considered to be outside the school day when more than 50% of the time involved falls outside normal school hours.
* For these ‘extra’ activities, such as after school clubs and holiday activities, parents will be asked for a contribution towards the cost. Contributions are essential to make these activities viable. Parents will need to keep their accounts up to date in order to keep their child’s place. Monies are collected via the Parentpay system. Where the contribution is for materials to enable an item to be produced (e.g. in cookery, pottery or art) the finished product will be given to the pupil to take home.
* Where individual children or their families are facing financial challenges the school may provide financial support where possible through the pupil premium grant, looked after child premium or other bursary or grant to ensure the child is able to fully participate in school activities. The Friends Association of Belvue School (FABS) is also dedicated to providing financial support to children. Parents wishing to discuss the range of financial support available are invited to contact their child’s tutor where their enquiry will be treated in strict confidence.
* Money to provide activities to enrich the ‘extra’ curriculum is very limited. Trips to theatres and other chargeable places depend upon the financial support of parents as set out above. There may be occasions where a trip cannot go ahead if there is not enough financial support for it from parents. However wherever possible the school maximises the use of the many free and wonderful attractions in London and the surrounding regions to minimise any costs to parents.
* A full costing for each school trip must be undertaken, including all expenditure, staff costs, travel and anticipated income and it must be presented to the head teacher for approval before any booking can take place. There is a costing template attached to the Trip Risk Assessment template and is part of the Risk Assessment procedure. If there is a deficit that equates to more than has been allocated in the trip subsidies budget for the year, then the head teacher will decide if there is enough trip subsidies available to support the trip. Once the trip has been approved, a booking and letters to parents can be sent home.
* Proposals for after school clubs and holiday activities are to be submitted to the headteacher using the costings forms in the extended schools policy. If the proposal subsidy is within the current extended schools budget allocation the headteacher can approve the activity and subsidy and any appropriate charge to parents. Should an activity or collection of activities exceed the extended schools budget or any specific extended schools additional grant funding then dependant on the amount the governing body or finance committee would need to approve the request and source of funding.
* Residential school journeys involve overnight sessions if they take place on weekdays however they are classed as ‘optional extras’ and are therefore chargeable. The school is entitled to expect parents to contribute to the cost of board and lodging and will offer support to families in financial difficulties. The limits to funding may prevent every child entitled to support receiving it every year but efforts will be made to ensure that each entitled child has an equal opportunity to access available support.
* A full costing for each residential school trip must be undertaken, including all expenditure, staff costs, travel and anticipated income and it must be presented to the head teacher for approval before any booking can take place. There is a costing template attached to the Trip Risk Assessment template and is part of the Risk Assessment procedure. If there is a deficit that equates to more than has been allocated in the trip subsidies budget for the year then the Headteacher will need to present this to the governors finance and resources committee for approval. Once the trip has been approved, a booking and letters to parents can be sent home.
* The Finance and Resources Committee will approve each residential journey in advance. There should be evidence that the journey has been costed in advance and if the subsidy over the subsidy budget approved in advance for the year this will need to be approved by the governing body and the source of the funding subsidy identified and agreed.
* End of journey statements are produced by the Business and Finance Leader to identify the overall surplus, or deficit of the residential trip. If a major surplus is identified the school has a duty to repay some of the money originally collected to the pupils who attended the journey. If a major deficit is incurred, Governors should be alerted to the reasons for this.
* Charges will not be made for pupils entered for examinations or accreditation as part of any course of study provided by the school. The school may require parents to pay fees relating to re-sits or withdrawal which in the opinion of the school were unnecessary or unreasonable